

## **Open Session**

**May 26, 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 May 26, 2016."

Chairman Allmann requested a roll call.

The May 26, 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, William Hierung.

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 April 28, 2016.

Mrs. Glory made a motion to approve the Minutes of the Open Session Public Meeting of April 28, 2016. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

Present was Peggy Gallos, Executive Director of The Association of Environmental Authorities (AEA), for a brief presentation. Ms. Gallos thanked the Board for continuing to support the AEA over the years, noting that membership is voluntary. The Jackson MUA lends support by attending events and having staff members involved in various committees. Ms. Gallos went on to discuss some of the roles of the AEA noting that aside from public agencies that are members, we also have associate members, engineering firms, accounting firms, energy firms, and attorneys who are also very much involved. In this age of privatization, the AEA is trying to make the public aware that authorities are efficient models for the delivery of utility services. Ms. Gallos distributed an article from the League of Municipalities Magazine that featured Jackson MUA and how well we manage our capital spending.

Ms. Gallos discussed some of the upcoming events including succession planning that will be discussed at the Environmental Professional Development Academy at Western Monmouth Utilities Authority. Many agencies are beginning to focus on succession planning as it is becoming a growing concern with many long time managers beginning to retire. The event is to help develop the leaders of tomorrow within the next five to fifteen years. This is a four track event with Track 1 concentrating on Administration, Track 2 - Human Resources, Track 3 - Finance and the Track 4 - Operations. It will be a one-on-one of issues moving from basic operations into managerial positions. Ms. Gallos noted it is a pilot project which we can hopefully offer on a regular basis.

Another upcoming event is a Manager's Breakfast, which is a forum for managers getting together and talking to other managers with the same challenges. Many towns believe taking over an authority will result in more efficiency. The AEA tries to educate the public that there are a lot of good reasons to keep the authorities and give some idea of how successfully they have affected their communities. Ms. Gallos stated that Legislature advocacy and regulatory monitoring are other roles of the AEA. The people who run water and sewage systems are handling very complex issues and we can really educate the legislatures. We are very involved in gathering comments from members about various types of guidance and regulation being issued through Department of Environmental Protection (DEP) and Division of Community Affairs (DCA). Ms. Gallos again stated her appreciation that the MUA has maintained its membership and support and noted that this year the association is celebrating its 45th anniversary.

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 First Amendment to the Lease Agreement with T-Mobile Northeast LLC for the New Mexico Tank which is on the agenda for approval this evening. Mr. Harpell noted that the cell companies are becoming active again and which we find to be a good way to keep rates down and support the revenue. Mr. Harpell stated that T-Mobile would like to add four (4) antennas to the New Mexico Tank in the existing leased space and do some cosmetic improvements as well. If approved, this amendment will increase their lease by \$6,000.00 per year. It was also noted that because of the minor nature of the changes, Mr. Hering advised that a formal bid was not required.
- Mr. Harpell discussed the Local Government Energy Audit Program, noting that the NJ Clean Energy Program is still offering free energy audits for local governments. Mr. Harpell stated that the Authority did not previously participate since our energy demands were known and primarily from pumps. Mr. Harpell believes that the Authority should take advantage of this free program and the Purchasing Department did submit information this month to initiate the free audit for our larger facilities.
- Next discussed was the pilot testing for odor control for the Metedeconk Interceptor, noting we are not thrilled with the odor control process being utilized for the Six Flags Great Adventure Force Main. The Authority is trying a new product called Thioguard which we will test for a few weeks. If the product works, Mr. Harpell stated the Authority could save approximately \$30,000.00 a year and it could be more effective. We will present our findings to the Board next month.

## **Administrative Committee Report**

The Administrative Committee met this month and reviewed the first draft of some changes required by the JIF to the Personnel Policies and Procedures Manual. After a final review, the Authority will look to finalize in June.

## **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.

- Award of a Fair and Open Contract for the Resident Inspection Services for the proposed Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement. Mr. Quijano stated that the Authority issued a Request for Proposal (RFP) to two (2) of our Special Projects Engineers who have the experience in providing Resident Inspection Services. The Authority received two (2) proposals, one from French & Parrello Associates and the second proposal from T&M Associates. The proposals have been discussed with the Engineering Committee and we are recommending award this evening to French & Parrello Associates, at a rate of \$100.00 per hour, in an amount not to exceed \$200,000.00. Mr. Quijano stated that we are anticipating approximately 2,000 hours of inspection time for the duration of the project.
- Next discussed was the Decommissioning of the Oakley Hills Pump Station. Mr. Quijano stated that the bid opening date was published on April 27<sup>th</sup> and bids were opened on May 24<sup>th</sup> at 2:00 p.m. Five (5) contractors picked up bids and two (2) bids were received, noting that in the interest of time, we wanted to proceed with the project during the summer months when school is not in session. The bids ranged from a low of \$343,536.00 to \$511,237.00 however the bid amounts exceeded the Engineer's estimate of \$290,000.00, and the recommendation is to reject the bids, review the scope of the project and re bid the work. The resolution on the agenda this evening is for authorization to reject the bids and further authorization to modify the scope of work and re-advertise for the receipt of bids. Mr. Harpell stated that we will have to adjust O'Donnell Stanton & Associates' contract for this additional work. It is estimated that O'Donnell Stanton & Associates will need approximately \$1,500.00 to revise the specifications.

## **DEVELOPER PROJECT**

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer discussed the following, noting there are three (3) Authority approvals and two (2) development reviews on the agenda this evening.

- Resolution Granting a Sewer Performance Guarantee Release for Romeo Plaza. We recommended this release in our May 16, 2016 letter to the Board.
- Resolution Granting a Water Performance Guarantee Release for Robinwood Plaza, Off-Site. We recommended this release in our May 16, 2016 letter to the Board.
- Resolution Granting a Sewer and Water Project Closeout for the Malvern School. We recommended this project closeout in our May 16, 2016 letter to the Board.

- Resolution Granting a Tentative Sewer and Water Approval to the Oliverie Funeral Home, Block 14801, Lot 5.02. The applicant, MIB Properties is proposing to construct a 20,000 square foot, two-story funeral home on the east side of Cooks Bridge Road, south of Manhattan Street. They are proposing to connect to the existing manhole on the north side of the property and extend 109 feet of sewer main. They will also connect to the on-site water main. We recommended this approval in our May 16, 2016 letter to the Board.
- Resolution Granting Preliminary Sewer and Water Approval to A&A Truck Parts, Inc., Block 501, Lots 25 & 26. The applicant, A&A Truck Parts is proposing to construct a vehicle storage area and auction area on the north side of Bismark Road. They are not proposing to construct any improvements that will require utilities at this time. We recommended this approval in our May 16, 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, May 23, 2016. The total amount presented on the bill list is \$1,305,987.55 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$72,583.30 for Capital Projects;
2. Escrow Funds in the amount of \$10,563.34 for Developer Work;
3. Revenue General Fund in the amount of \$1,222,840.91 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account and \$703,612.50 for OCUA’s 2nd quarter 2016 installment.

- Mr. Diaz discussed the Authority’s mail room photocopier four-year “cost per copy” service agreement which will end May 31, 2016. The Authority is in need of a replacement photocopier and proposals were obtained from two (2) State contract vendors for a four-year “cost per copy” service agreement. Mr. Diaz stated that the proposal submitted by Kyocera Mita America, c/o Heritage Business Systems, Inc., under State Contract No. T2075/40465 in the amount of \$9,885.60, with an overage charge rate of \$.0056 per copy was determined to be cost-effective and responsive to the Authority’s needs. It was also noted, this is approximately an increase of \$17.00 per month from the current lease, with a monthly payment of \$205.95. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz stated there is a resolution on the agenda this evening is to certify the audit has been reviewed by the Board. Mr. Holman presented the audit last month, however the approval and certification was held until this month while the required updated State pension information was incorporated. Mr. Diaz stated he appreciates all the help from the Board and Staff with the audit and having seventeen (17) straight years of an audit without recommendations and notes, is quite an accomplishment.

**Personnel**

There were no action items on the agenda this evening for Personnel.

5. Consent Resolutions:

2016-77 Resolution Approving Cash Management Report for April 2016.

- 2016-78 Resolution Granting a Sewer Performance Guarantee Release for Romeo Plaza, Block 6401, Lot 1, on the Tax Map of the Township of Jackson.
- 2016-79 Resolution Granting a Water Performance Guarantee Release for Robinwood Plaza, Off-site, Block 8702, Lots 1, 2 & 9, on the Tax Map of the Township of Jackson.
- 2016-80 Resolution Granting a Sewer and Water Project Closeout for the Malvern School, Block 4717, Lot 6, on the Tax Map of the Township of Jackson.
- 2016-81 Resolution Granting Tentative Sewer and Water Approval to the Oliverie Funeral Home, Block 14801, Lot 5.02, on the Tax Map of the Township of Jackson.
- 2016-82 Resolution Granting Preliminary Sewer and Water Approval to A&A Truck Parts, Inc., Block 501, Lots 25 & 26, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2016-77 through 2016-82. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Blake abstained on Resolution 2016-81.

6. Resolutions Offered:

- 2016-83 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for May 2016.

Mrs. Rickabaugh made a motion to approve Resolution 2016-83. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2016-84 Resolution Authorizing the Award of a Fair and Open Contract for the Resident Inspection Services for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract CT-16074 to French & Parrello Associates, in an Amount Not to Exceed \$200,000.00.

Mrs. Glory made a motion to approve Resolution 2016-84. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2016-85 Resolution Authorizing the First Amendment to Lease Agreement with T-Mobile Northeast LLC for the New Mexico Tank.

Mrs. Rickabaugh made a motion to approve Resolution 2016-85. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2016-86 Resolution Approving State Contract Four-Year "Cost Per Copy" Service Agreement with Kyocera Mita America, c/o Heritage Business Systems, Inc. for a Replacement Photocopier, Contract CT-16029 in the amount of \$9,885.60, Plus Overage Charges As Needed.

Mrs. Clayton made a motion to approve Resolution 2016-86. Mrs. Glory seconded the motion and it was passed unanimously.

2016-87 Resolution Certifying Audit has Been Reviewed by the Board.

Mrs. Rickabaugh made a motion to approve Resolution 2016-87. Mrs. Blake seconded the motion and it was passed unanimously.

2016-88 Resolution Rejecting Bids for the Decommissioning of the Oakley Hills Pump Station, Contract C3-00061 and Further Authorizing Modification of the Scope of Said Contract and its Re-Advertising for the Receipt of Bids.

Mrs. Clayton made a motion to approve Resolution 2016-88. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session.

Mr. Cordts referred to the article handed out earlier this evening from Ms. Gallos. Mr. Cordts asked about the picture and Mr. Harpell noted that it was a photograph of the pipe on Bowman Road which was part of the Legler Water Main Extension project.

Chairman Allmann noted that the next public meeting will take place June 23, 2016.

#### 7. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the May 26, 2016 Public Meeting adjourned.

---

End of Minutes