

## Open Session

**June 23, 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 June 23, 2016."

Chairman Allmann requested a roll call.

The June 23, 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 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 Hiering. 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 May 26, 2016.

Mrs. Rickabaugh made a motion to approve the Minutes of the Open Session Public Meeting of May 26, 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 expiration of the Permit Extension Act. There have been four (4) different Permit Extension Acts since 2008 and the deadline is June 30, 2016 for Developers to request any further extensions from the NJDEP. As discussed with the Engineering Committee, we have been lenient in authorizing extensions but we thought that this should be memorialized by resolution.
- Mr. Harpell discussed the odor control for the Metedeconk Interceptor. As discussed last month, the Authority pilot tested a new odor control product, Thioguard, which was not quite effective as the current PRI-SC process. Mr. Harpell stated that the

Authority would like to try Thioguard again in the fall, noting that it is cheaper, safer and a better material to work with. The test in the fall will include feeding in two spots, at Six Flags Great Adventure and Dublin Road sewer pump stations.

- Next discussed was the Personnel Policies and Procedures Manual and Employee Handbook. Mr. Harpell stated there are still a few minor changes to incorporate and we will present it in July or August for final approval. Chairman Allmann questioned if the Union has been involved and Mr. Harpell responded they have not since the changes are so minor, mostly change of law issues, with not much discretion to change. Mr. Harpell did, however, note that this is a very good recommendation and a copy will be sent to the Union concurrently with our Labor Counsel's final review.

### **Administrative Committee Report**

The Administrative Committee did not meet this month. A working copy of the Personnel Policies and Procedures Manual and Employee Handbook was, however, provided to the Administrative Committee for review.

### **Public Relations Committee Report**

The Public Relations Committee will meet later this evening to discuss some ideas for handouts for Jackson Day 2016.

### **Engineering Committee Report**

Mr. Quijano discussed the following from the Engineer's Report.

- Task Order Change No. 1 to O'Donnell Stanton & Associates (OSA) for the re-bid of Decommissioning the Oakley Hills Pump Station. It was noted that last month the Authority rejected the bids which exceeded the Engineer's estimate. OSA modified the scope of work for the re-bidding of the project which incurred additional engineering services in the amount of \$1,500.00. The Authority is expecting to receive the new bids on Tuesday, July 19, 2016 and we are hoping to attract more bidders for the project.

### **Developer Projects**

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

- Resolution Granting Final Sewer & Water Approval to 39 Steps, LLC. The applicant is proposing to construct a nine (9) lot major subdivision at the intersection of Gail Chambers Road and Sams Road. They will connect to the water main at Sams Road and the sewer main at South Cooks Bridge Road. We recommended this approval in our July 16, 2016 letter to the Board. The site is 11.1 acres.
4. Assistant Executive Director's Report  
Finance Committee Report  
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, June 20, 2016. The total amount presented on the bill list is \$584,665.29 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$100,740.32 for Capital Projects;
2. Escrow Funds in the amount of \$4,618.54 for Developer Work;
3. Customer Deposit in the amount of \$10,435.65 for Deposit Refund;
4. Revenue General Fund in the amount of \$482,643.72 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account.

- Mr. Diaz discussed the annual fund transfer for the Maple Glen Mobile Home Park (MGMHP). The annual evaluation based on year ending 2015 was conducted which determines the current year's quarterly fixed rate for MGMHP. The results of the evaluation, which is based on direct cost, indirect cost and capital reinvestment, concluded that there was no need to adjust the quarterly billing rate for 2016 and therefore no need for a rate hearing.

Mr. Diaz stated that each year funds derived from MGMHP evaluation which includes depreciation and excess revenues over expenses are transferred to the MGMHP account as agreed upon by the Authority and MGMHP for needed capital improvements. Mr. Diaz stated that there was a correction to the initial transfer amount reported of \$13,772.94 to \$14,079.89 which Mr. Diaz reiterated is a combination of the MGMHP depreciation and excess revenues over expenses based on 2015. Mr. Diaz stated with no objections the transfer will be processed.

- Mr. Diaz noted that the Customer Deposit amount of \$10,435.65 was for SBE Corporation related to the Robinwood Plaza which was released by resolution back in May.
- Mr. Diaz discussed the resolution on the agenda this evening for the purchase of three (3) Flygt Pumps, one (1) to be used at the Green Hills Pump Station as a spare and two (2) at the Emerald Woods Pump Station, one (1) to be installed and one (1) as a spare. Mr. Diaz noted that the spare pumps at various pump stations are for redundancy purposes. The Authority advertised and received one bid from Xylem Watering Solutions, USA, in the amount of \$20,482.00, under JTMUA Contract CT-16084. With no objections, the Authority will request approval this evening to award this contract.
- Mr. Diaz discussed the next item for the purchase of a Variable Frequency Drive (VFD) for the Six Flags Great Adventure (SFGA) Pump Station. The Authority advertised and received one bid from Pumping Services, Inc. in the amount of \$6,273.00, under JTMUA Contract CT-16087. With no objections, the Authority will request approval this evening to award this contract.
- Next discussed was the last payment to the 1996 New Jersey Environmental Infrastructure Trust (NJEIT) Loan. Mr. Diaz stated that the NJEIT serves the Authority very well. These loans are low interest and in the case of the 1996 loan, there was refinancing back in 2007 that saved \$65,000 against the principle and interest. The Authority received the last payment statement for the 1996 NJEIT loan which is due August 1, 2016. Mr. Diaz noted that in addition to the \$65,000.00 saved in 2007, there was an additional savings of over \$134,000.00 which was partially in principal forgiveness. Mr. Diaz stated that the way these particular loans work is that with every payment made, interest is earned on those payments and at the end of the loan if there is any residual, it is applied against the loan balance, noting a total of over \$200,000.00 was saved on the 1996 loan. Mr. Harpell stated that with \$725,000.00 in savings from the trust over a six month period, it is such a great program financially.

- Mr. Diaz next presented the updated 2016 Salary Guide (Guide), noting that in 2008 a resolution was approved authorizing the Authority to update the salary ranges on the Guide annually based on the Consumer Price Index (CPI). The CPI increase for the 2016 Guide used was .5%. Additionally, there were some Civil Service Commission (CSC) job titles changes which were updated on the Guide. The updated Guide will be posted for the employees.
- Last item discussed was the processing of bank checks. Mr. Diaz noted that the Authority receives bank checks monthly which are not issued by the banks but are through processing centers. The Authority can receive one hundred (100) or more at a time which is very labor intensive. There is company under the name of APEX through software called Payargo, which will streamline the process. Rather than the Authority receiving the physical checks, we will receive a batch with direct deposit from the processing center right to the Authority's Business Statement account within a 24-hour period from the time the customer makes a payment request. With that, Payargo software links the processing center information with the Edmunds software for quicker review time and processing. Mr. Diaz continued to explain that it creates a batch for review which makes posting to the customer account much quicker. There is a one-time start-up fee of \$995.00. There is also a quarterly fee based on \$.15 per transaction for a process that now takes up to three people to complete at any given time. It is estimated annual cost of the service is \$1,500.00 annually. Mr. Diaz further mentioned that he checked with other entities that are using the Payargo system and they were very happy with it.

### **Personnel**

There was one action item on the agenda this evening for Personnel.

- Mr. Diaz discussed one promotion on the agenda this evening for Mr. Drew Ricciardi. Mr. Ricciardi has been with the Authority since 2012. Mr. Ricciardi has met the experience and qualifications required for a promotion from the Civil Service Commission (CSC) title of Senior Building Maintenance Worker to the CSC title of Maintenance Supervisor. This promotion has been recommended by his Supervisor. The Personnel Committee has reviewed and is recommending approval for this promotion this evening.

#### 5. Consent Resolutions:

2016-90 Resolution Approving Cash Management Report for May 2016.

2016-91 Resolution Granting Final Sewer & Water Approval to 39 Steps, LLC, Block 20201, Lot 15, on the Tax Map of the Township of Jackson

Mrs. Rickabaugh made a motion to approve Resolutions 2016-90 and 2016-91. Mrs. Blake seconded the motion and it was passed unanimously.

#### 6. Resolutions Offered:

2016-92 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for June 2016.

Mrs. Clayton made a motion to approve Resolution 2016-92. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained from any checks payable to T&M Associates.

2016-93 Resolution Approving Extension Applications for Permits Due to Expire in Accordance with the Permit Extension Act.

Mrs. Glory made a motion to approve Resolution 2016-93. Mrs. Blake seconded the motion and it was passed unanimously.

2016-94 Resolution Authorizing Award of Task Order Change No. 1, Through the Fair and Open Process, to O'Donnell Stanton and Associates, Inc., for the Decommissioning of the Oakley Hills Pump Station, Contract C3-00045, in an Amount Not to Exceed \$1,500.00.

Mrs. Clayton made a motion to approve Resolution 2016-94. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-95 Resolution Authorizing Award of Contract to Furnish and Install Three (3) Flygt Pumps, Contract CT-16084 to Xylem Water Solutions, USA, Inc., in an Amount Not to Exceed \$20,482.00.

Mrs. Blake made a motion to approve Resolution 2016-95. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-96 Resolution Authorizing Award of Contract to Furnish and Install a Variable Frequency Drive at the Six Flags Great Adventure Pump Station, Contract CT-16087, to Pumping Services, Inc., in an Amount Not to Exceed \$6,273.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-96. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-97 Resolution Authorizing the Promotion of Drew Ricciardi to Maintenance Supervisor.

Mrs. Blake made a motion to approve Resolution 2016-97. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

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

## 7. Other Matters

There will a retirement luncheon for Larry McCurdy on Thursday, June 30<sup>th</sup>. Larry has been with the Authority for thirty-five (35) years and will be missed. Joan will send out an email tomorrow with the all details.

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 June 23, 2016 Public Meeting adjourned.

---

End of Minutes