

## Open Session

**July 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 July 28, 2016.”

Chairman Allmann requested a roll call.

The July 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 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 June 23, 2016.

Mrs. Blake made a motion to approve the Minutes of the Open Session Public Meeting of June 23, 2016. Mrs. Clayton seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

With no questions or comments from the public 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 first discussed the Authorization for Destruction of Records on the agenda for approval this evening. In an effort to better organize the archives, 123 banker boxes have been approved for destruction by the Authority’s Auditors and the Department of Treasury. Following Board approval, the Authority will seek pricing to retain a firm for shredding the documents. Chairman Allmann noted that the Board received a list of the records being destructed for their review.
- Mr. Harpell next discussed the Justice Complex’s water system. The Township is planning to interconnect the Authority’s water system and the Justice Complex’s water system. Mr. Harpell stated that the Spray Park is using a lot of water and is complicating our connection to

the Justice Complex's water system. Mr. Harpell stated that it is possible that we may have to leave the well system running in the summer months when usage is high and feed the Justice Complex off our system in the winter months. Mr. Harpell will be meeting with the Township next Tuesday to discuss in further detail.

- Next discussion was regarding an employee whose wife has been diagnosed with breast cancer. The employee was planning to shave his head in support of his wife who is undergoing treatment and Mr. Harpell suggested that the Authority show support in hosting a St. Baldrick's Foundation Fund Raiser. The event is scheduled for August 30<sup>th</sup> in the Main Conference Room. We will forward all details to the Board when finalized.

### **Administrative Committee Report**

The Administrative Committee did not meet this month.

### **Public Relations Committee Report**

The Public Relations Committee did not meet this month.

### **Engineering Committee Report**

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

- Mr. Quijano discussed the award contract for the Sanitary Sewer Extension and Oakley Hills Pump Station Abandonment, Contract No. CT-16086. The Authority previously advertised and solicited bids for the Decommissioning of Oakley Hills Pump Station and at the May 26, 2016 Public Meeting, by Resolution No. 2016-88, rejected the two (2) bids received because they substantially exceeded the Engineer's Estimate. Mr. Quijano stated that the Staff re-bid the project and received seven (7) bids ranging in price from a low of \$299,556.70 to a high of \$577,173.70. The Authority's Staff, Consulting Engineer and Legal Counsel have reviewed the bids and are recommending award to D'Erasmus Excavating, LLC, in the amount of \$299,556.70 as the lowest responsive and responsible bidder.
- Mr. Quijano stated that the next two resolutions are release of escrow for two (2) Developers that the Authority has been holding for a while. The Accounting Department in conjunction with the Engineering Department have been trying to clean up the developments that have not had any movement and anything beyond \$7,000.00, the Authority requests authorization from the Board to release this escrow. The first release on the agenda this evening is for Pinewood Estates, Inc. Mr. Quijano stated that the Developer has been contacted and they have confirmed that they are not moving ahead with this project at this time and would accept the escrow release. The release of escrow to Pinewood Estates, Inc. is in the amount of \$16,794.88 plus any accumulated interest. The second release is for Metedeconk National Golf, which is located north of Route 195, just off Cedar Swamp Road. The Developer is not moving ahead with this project at this time and would accept the escrow release in the amount of \$7,150.43 plus any accumulated interest.

### **Developer Projects**

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer stated there were no developer projects to report this month.

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

Mr. Diaz stated that the Finance Committee met on Monday, July 25, 2016. The total amount presented on the bill list is \$545,837.98 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$40,037.42 for Capital Projects;
2. Escrow Funds in the amount of \$36,340.88 for Developer Work;
3. Revenue General Fund in the amount of \$469,459.68 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account. Also noted, the Escrow Funds included the two (2) releases Mr. Quijano previously reported this evening.

Mr. Diaz stated that there was one additional check for Ocean County Soils Conservation permit in the amount of \$1,235.00 related to the Leesville Road water main extension which was processed prior to the above referenced bill list. The permit is required to proceed with the extension project.

- Mr. Diaz discussed the rejection of the 2016 Supplemental Chemical Contract. The Authority uses Citrus Degreaser at the McAuliffe Pump Station which helps keep the grease soft in the line and we were about to exceed our contract amount for this chemical. The Authority advertised and received bids for an additional four (4) fifty-five (55) gallon drums of Citrus Degreaser. Mr. Diaz stated that the two (2) bids received, were reviewed and substantially exceeded the cost estimate. The current pricing is \$750.00 per fifty-five (55) gallon drum. The bids came in between \$7,000.00 (\$1,750.00 per drum) and \$9,557.92 (\$2,389.48 per drum). Mr. Harpell stated that the current supplier was going to submit a bid but it was lost by UPS, noting that the price would have remained at \$750.00 per drum. Mr. Diaz stated that the Authority still has two (2) more drums that can be purchased and may be able to make due at this time and if necessary, can utilize the 20% over the contract amount which is permitted.

**Personnel**

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

- Mr. Diaz stated that there has been some movement between departments which has left a vacant position in Buildings & Grounds. The Maintenance Department has interviewed a number of candidates for the position of Laborer 1. The resolution on the agenda this evening is to authorize the permanent hire of Mr. Travis Burmeister under the Civil Service title of Laborer 1 in Buildings and Grounds. The Personnel Committee has reviewed and is recommending approval for this evening.

5. Consent Resolutions:

2016-98 Resolution Approving Cash Management Report for June 2016.

Mrs. Rickabaugh made a motion to approve Resolution 2016-98. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2016-99 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for July 2016.

Mrs. Clayton made a motion to approve Resolution 2016-99. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained from any checks payable to T&M Associates and The Gardens at Jackson 21, LLC.

2016-100 Resolution Authorizing the Release of Escrow in the Amount of \$7,150.43 Plus Unposted Interest to Metedeconk National Golf, Block 601, Lot 1, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolution 2016-100. Mrs. Glory seconded the motion and it was passed unanimously.

2016-101 Resolution Authorizing the Release of Escrow in the Amount of \$16,794.88 Plus Unposted Interest to Pinewood Estates, Block 102, Lot 2, on the Tax Map of the Township of Jackson.

Mrs. Clayton made a motion to approve Resolution 2016-101. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-102 Resolution Authorizing Award of the Sanitary Sewer Extension and Pump Station Abandonment, Contract No. CT-16086, to D'Erasmus Excavating, LLC, in the Amount of \$299,556.70.

Mrs. Blake made a motion to approve Resolution 2016-102. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-103 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement.

Mrs. Clayton made a motion to approve Resolution 2016-103. Mrs. Glory seconded the motion and it was passed unanimously.

2016-104 Resolution Rejecting Bids for the 2016 Supplemental Chemical Contract, Contract No. CT-16090.

Mrs. Rickabaugh made a motion to approve Resolution 2016-104. Mrs. Blake seconded the motion and it was passed unanimously.

2016-105 Resolution Authorizing the Permanent Hire of Travis Burmeister Under the Civil Service Title of Laborer 1.

Mrs. Clayton made a motion to approve Resolution 2016-105. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

At approximately 5:45 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2016-106. Mrs. Blake seconded the motion and it was passed unanimously.

Based on a motion made in closed session, at approximately 5:55 p.m., the open session resumed of the July 28, 2016 Public Meeting.

Chairman Allmann noted that the next public meeting will take place August 25, 2016.

7. Other Matters

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the July 28, 2016 Public Meeting adjourned.

---

End of Minutes