

Open Session

August 25, 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 August 25, 2016.”

Chairman Allmann requested a roll call.

The August 25, 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 Joseph Santorelli and Authority Counsel, William Hiering.

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 July 28, 2016.

Mrs. Blake made a motion to approve the Minutes of the Open Session Public Meeting of July 28, 2016. Mrs. Glory seconded the motion and it was passed unanimously. Mr. Porter abstained.

2. Approval of the Minutes of the Closed Session Public Meeting of July 28, 2016.

Mrs. Rickabaugh made a motion to approve the Minutes of the Closed Session Public Meeting of July 28, 2016. Mrs. Blake seconded the motion and it was passed unanimously. Mr. Porter abstained.

3. 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.

4. 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 acquisition of the Red Bank Office of Dilworth Paxson, LLP, the Authority's Bond Counsel, by GluckWalrath, LLP noting that the acquisition is effective September, 1, 2016. Mr. Harpell stated that since the Authority is currently working with Dilworth Paxson on several New Jersey Environmental Trust Financing Program projects and in consultation with Mr. Hiering's office, we could accept the acquisition by GluckWalrath, LLP under the terms of our current agreement. There is a resolution on the agenda this evening to accept the acquisition with no changes in fees.
- Mr. Harpell discussed the Water/Sewer Agreement with Jackson Family Apartments, LLC, off Freehold Road noting this project is the next phase of the Jackson Twenty-One project and has been renamed the Ponds at Jackson Twenty-One. Mr. Harpell stated that the development consists of 88 affordable housing units. The Water/Sewer agreement is the same as was done with the Gardens at Jackson Twenty-One which will clarify who owns the utilities. Mr. Harpell stated that since the units are sharing sewer laterals, the agreement also clarifies that in the event one unit backs up into another, the Authority is to be indemnified.
- Next discussion was with regard to an on-line auction for the surplus of personal property no longer needed for Authority use. Mr. Harpell stated the surplus list includes a 2004 Chevy 4x4 pickup truck with an inoperable transmission, and miscellaneous items including some old water meters and an old printer and projector with a case.
- Mr. Harpell stated that the Authority is looking to adopt the updated Personnel Policies and Procedures Employee Handbook this month. The Authority has reviewed all the final updates with the Administrative Committee and Mr. Hiering's office, including Labor Counsel, has approved the document. The Authority is requesting approval to adopt the updated handbook this evening.
- Mr. Harpell next discussed the request from JRJ Properties (Bil-Jim Construction Co., Inc.) with regard to a water main they are looking to get off the road before the County paves Route 528. Mr. Harpell stated there could also potentially be a second one. Mr. Harpell stated that if there are no objections from the Board, the Authority would like to allow them to move the pipe off the road before paving and will follow-up with a Hold Harmless Agreement next month. This will still require bonds for the improvements with typical inspection through Remington Vernick & Vena Engineers. Chairman Allmann stated with the five (5) year moratorium, once the roads are paved, we want to get the improvements in now.
- Last discussed was an update on the upcoming St. Baldrick's Foundation Fund Raiser. The Authority has raised approximately \$2,500.00 to date and the event is scheduled for August 30th. Justin's Barbershop located in Morganville will do some of the cutting and is advertising the event in the "Manalapan Patch", so there may be some walk-ins.

Administrative Committee Report

The Administrative Committee met this month to review and finalize the updated Personnel Policies and Procedures Employee Handbook.

Public Relations Committee Report

The Public Relations Committee did not meet this month. Mr. Harpell stated that we do have the handouts for Jackson Day available for the Board this evening.

Engineering Committee Report

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

- Mr. Quijano discussed the recommendation of award for the Manhattan Street Complex Water Storage Improvements and Warehouse, Contract CT-16078. The bid was advertised and the Authority received six (6) bids which were publicly opened on July 14, 2016 with the base bid plus contingency amounts and allowance payments ranging from a low of \$6,052,740.00 to a high of \$7,294,951.00. The Staff, the Authority's Consulting Engineers, O'Brien & Gere Engineers, Inc. and legal counsel have reviewed the bids and found the lowest bid from KM Construction Corporation to be in proper form and order. The Authority researched this company and believe they have the capabilities of doing this size of a project. Mr. Quijano stated that this project is being funded by the New Jersey Environmental Infrastructure Trust Financing Program (NJEITFP) and the Authority received a letter from the NJEITFP (Construction Division) granting "Authorization to Award" for this project. Mr. Quijano stated that this award is contingent upon the approval and closing of the loan through the NJEITFP. Mr. Quijano stated that the low bid of 6,052,740.00 was applied to two projects, Project No. 1511001-010 for the Water Storage/Warehouse and Project No. 1511001-011 is for the renovation of the Garage and Administration Building. The Authority received a verbal approval from the NJEITFP that there is no issue with applying the funding from both project numbers to the Water Storage/Warehouse project. The Authority is waiting for the formal approval, but do not feel this will be a problem. Chairman Allmann stated that we will approve this evening and await the formal letter. Mr. Harpell stated that the Resolution does give the Authority the option, if needed, to rescind the award, but does not feel this will happen.
- Mr. Quijano next discussed the award to Cellco Partnership d/b/a Verizon Wireless for the New Mexico Water Tower Lease Agreement. The Authority advertised to accept sealed bids for the water tower lease agreement in the initial rental amount of \$34,200.00 per year, for a lease term of five (5) years and will automatically be extended for four (4) additional five (5) year terms. Mr. Quijano noted that rent during each subsequent year will be adjusted to increase 3% per year.
- Next discussed was the Authorization to Award through the Fair and Open Process, Supplemental Stage IA/IB Cultural Resources Survey for the Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement, Contract CT-16092, to Richard Grubb & Associates, Inc. (RGA). Mr. Quijano stated that (RGA) recently completed and submitted the required IA/IB cultural survey requested by NJDEP for the SFGA Water Treatment Plant project. In response to the submitted report, the NJDEP requested that additional subsurface archaeological testing be completed on a portion of Lahaway Creek, which is inside the SFGA property and also research the vicinity of Camp Wanda which occupied the project area in the late nineteenth to mid-twentieth century. The Authority advertised an RFP on the QuestCDN Bid Management System and in response received two (2) proposals ranging from a low of \$3,587.00 to a high of \$16,800.00. The Staff is recommending award of this contract to Richard Grubb & Associates, Inc. in an amount not to exceed \$3,587.00.

Developer Projects

On behalf of Remington, Vernick & Vena Engineers, Mr. Joseph Santorelli reported on the following developer projects:

- Resolution Granting Amended Tentative Sewer & Water Approval to Mona Lisa Commons (f/k/a Chandler Plaza), Block 1302, Lot 9, on the Tax Map of the Township of Jackson. The applicant, Menzi Properties, LLC, is proposing to construct a commercial sight with one (1) 9,599 square foot retail space building and a 5,400 square foot restaurant at the intersection of Chandler Road and Hyson Road, in the northwest corner. The site contains a total of 4.39 acres. The proposed work has been changed from three (3) commercial buildings to one (1) commercial building. The applicant is applying to water and sewer approval at this time. The applicant proposes to connect to an existing manhole located at Chandler Road and extend an 8” sanitary sewer on site to service the building. The applicant also proposes to connect to existing water mains on Chandler Road and Jackson Mills/Hyson Road with two (2) wet taps and create on site water main loop to service the building. The applicant’s primary place of business is located at 32 Holcomb Avenue, Staten Island, NY with William A. Stevens of Professional Design Services, LLC as the engineer. We recommended this approval in our August 15, 2016 letter to the Board.
- Resolution Granting Preliminary Sewer & Water Approval to Rosario & Rosa Pollina, Block 11701, Lot 8, on the Tax Map of the Township of Jackson. The applicant, Rosario & Rosa Pollina, is proposing to construct a commercial site consisting of a 17,390 square foot retail/office building, an 8,150 square foot retail office building and a 3,250 square foot restaurant on the south side of West Veterans Highway across from Conor Road. The site contains a total of 5.87 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to service the project with an on-site well and septic system. The applicant’s primary place of business is located on 48 Manhattan Street, Jackson, NJ. The applicant is represented by Robert Rothstein, Esq, with William A. Stevens, of Professional Design Services, LLC as the engineer. We recommended this approval in our August 15, 2016 letter to the Board.
- Resolution Granting Preliminary Sewer & Water Approval to Special Response Construction, LLC, Block 902, Lot 43, on the Tax Map of the Township of Jackson. The applicant, Special Response Construction, LLC, is proposing to construct a three (3) lot subdivision on the south side of Chandler Road, east of Breezy Road. The site contains a total of 6.39 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to service the lots with individual wells and septic systems. The applicant’s primary place of business is at 1701-C Valley Road, Ocean, NJ with Lorali E. Totten of Crest Engineering Associates, Inc., as the engineer. We recommended this approval in our August 15, 2016 letter to the Board.

5. Assistant Executive Director’s Report
 Finance Committee Report
 Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, August 22, 2016. The total amount presented on the bill list is \$1,349,083.06 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$48,295.61 for Capital Projects;
2. Escrow Funds in the amount of \$9,268.23 for Developer Work;
3. Revenue General Fund in the amount of \$1,291,519.22 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account and \$703,612.50 for OCUA’s 3rd quarter 2016 installment.

- Mr. Diaz discussed the Authority's thirty-six (36) month postage machine rental with Francotyp Postilia which will end on September 30, 2016. The Purchasing Department requested two (2) quotes with one respondent from Pitney Bowes Global Financial Services, LLC, for a DM300 postage machine as a replacement. This would be a four-year (4) rental agreement, Contract CT-16028 in the total amount of \$7,246.56 (\$150.97/Mo). The monthly cost would be \$2.63 above the Authority's current rate of \$148.34. The Finance Committee has reviewed and is recommending approval this evening to enter into this service agreement.

Personnel

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

- Mr. Diaz discussed an employee who will be working out of title for three (3) months, Mr. Victor Siemanowicz, who will take over as the Line Maintenance Supervisor. It was noted it could be longer than three (3) months depending on Civil Service. Chairman Allmann stated this gives the Authority the opportunity to see if this employee can handle the responsibilities of this position. The Personnel Committee has reviewed and is recommending a verbal approval this evening.

6. Consent Resolutions:

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| 2016-107 | Resolution Approving Cash Management Report for July 2016. |
| 2016-108 | Resolution Granting Preliminary Sewer & Water Approval to Rosario & Rosa Pollina Block 11701, Lot 8, on the Tax Map of the Township of Jackson. |
| 2016-109 | Resolution Granting Amended Tentative Sewer & Water Approval to Mona Lisa Commons (f/k/a Chandler Plaza), Block 1302, Lot 9, on the Tax Map of the Township of Jackson. |
| 2016-110 | Resolution Granting Preliminary Sewer & Water Approval to Special Response Construction, LLC, Block 902, Lot 43, on the Tax Map of the Township of Jackson. |
| 2016-111 | Resolution Authorizing the Execution of a Water and Sewer Service Agreement with Jackson Family Apartments, LLC, Block 4101, Lot 20.01, on the Tax Map of the Township of Jackson. |

Mrs. Rickabaugh made a motion to approve Resolution 2016-107 through 2016-111. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained on Resolution 2016-111.

7. Resolutions Offered:

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| 2016-112 | Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for August 2016. |
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Mrs. Clayton made a motion to approve Resolution 2016-112. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from any checks payable to T&M Associates.

2016-113 Resolution Authorizing Award of the Manhattan Street Complex Water Storage Improvements and Warehouse, Contract CT-16078, New Jersey Environmental Infrastructure Trust Financing Program, Project Nos. 1511001-010 and 1511001-011, to KM Construction Corporation, in the Amount of \$6,052,740.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-113. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-114 Resolution Authorizing Award of Contract to Cellco Partnership, d/b/a Verizon Wireless, for the New Mexico Water Tower Lease Agreement, Contract CT-16085.

Mrs. Clayton made a motion to approve Resolution 2016-114. Mrs. Blake seconded the motion and it was passed unanimously.

2016-115 Resolution Authorizing Award of Contract, Through the Fair and Open Process, to Richard Grubb & Associates, Inc., for the Supplemental Stage IA/IB Cultural Resources Survey, for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16092, in an Amount Not to Exceed \$3,587.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-115. Mrs. Blake seconded the motion and it was passed unanimously.

2016-116 Resolution Approving a Four-Year Service Agreement with Pitney Bowes Global Financial Services, LLC for a Replacement Postage Machine, Contract CT-16028, in an Amount Not to Exceed \$7,246.56.

Mrs. Glory made a motion to approve Resolution 2016-116. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-117 Resolution Authorizing an On-Line Public Auction for the Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Blake made a motion to approve Resolution 2016-117. Mrs. Glory seconded the motion and it was passed unanimously.

2016-118 Resolution Accepting the Acquisition of Authority Bond Counsel Dilworth Paxson, LLP, by GluckWalrath, LLP.

Mrs. Rickabaugh made a motion to approve Resolution 2016-118. Mrs. Blake seconded the motion and it was passed unanimously.

2016-119 Resolution Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.

Mrs. Glory made a motion to approve Resolution 2016-119. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann noted that Jackson Day is on September 10th, 11:00 a.m. to 6:00 p.m. and the next public meeting will take place September 22, 2016.

8. 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 August 25, 2016 Public Meeting adjourned.

End of Minutes