

Open Session

October 20, 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 October 20, 2016.”

Chairman Allmann requested a roll call.

The October 20, 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, 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 Hiering. Member Rickabaugh 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 September 22, 2016.

Mrs. Clayton made a motion to approve the Minutes of the Open Session Public Meeting of September 22, 2016. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Blake abstained.

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 had one addition for this evening noting that last month the Authority had an old projector on the surplus list with GovDeals.com for \$50.00, which did not sell. Following the end of the surplus sale, Mr. Harpell stated that he heard from Fire District #2 who asked if the Authority could donate the projector for a training room they are beginning to set up. Mr. Harpell noted that this is allowed legally but is requesting approval from the Board this evening. The Board had no objection to the donation of the projector.

- Mr. Harpell next discussed the 2016 rate comparison which is completed towards the end of each year during the budget process. Mr. Harpell noted that Jackson's average is usually the same each year at approximately 21.3% below the average for a typical water customer based on a ¾-inch meter with 24,000 gallons of usage. Mr. Harpell stated that the private utilities have climbed much quicker than the public utilities, noting that out of the twenty (20) public utilities surveyed, the average rate is approximately \$113.00 quarterly and the private water companies are now approximately \$229.00 quarterly. This is more than double than what the public utility customers are paying. Mr. Harpell also noted that ten (10) years ago, United Water, now known as Suez Water in Toms River, had very similar rates as Jackson and is now 2 ½ times our rate.
- Mr. Harpell next discussed current drought conditions noting that a meeting took place a couple of weeks ago with the NJDEP. Mr. Harpell stated that it does not seem as much of a drought condition in Jackson, noting that usage is not abnormally high but northern New Jersey is really struggling. Mr. Harpell stated that another meeting took place today and it appears that northern New Jersey is going to a drought warning shortly and there will probably be some restrictions statewide shortly. Mr. Harpell stated that the northern reservoir levels are very low this year compared to historical years.
- Last discussed was the merger of Van Cleef Engineering Associates and O'Donnell Stanton & Associates. Mr. Harpell noted that these are two of the Authority's Special Projects Engineers and will not affect any on-going projects since both firms are on the approved list and O'Donnell Stanton & Associates will still be paid directly. Mr. Harpell stated that if we were to pay Van Cleef Engineering Associates for the on-going projects we would authorize the acquisition by resolution.

Engineering Committee Report

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

- Mr. Quijano discussed the resolution on the agenda this evening authorizing the execution of a Hold Harmless and Indemnity Agreement between the Authority and Bil-Jim Construction Company, Inc. for RG-2 Associates Major Subdivision. Mr. Quijano stated that the RG-2 Associates Major Subdivision is located off East Veteran's Highway (Route 528) and Grawtown Road and they are planning to connect to our water main on 528 in two locations. Mr. Quijano stated the County is going to pave Route 528 and Bil-Jim would like to proceed with construction and installation of water main stubs prior to the paving. Even though it is a hold harmless, the Authority requested and received all the requirements, performance bond and insurance certificate. Mr. Quijano stated that the work was completed yesterday and the resolution on the agenda this evening is to formalize the Hold Harmless and Indemnity Agreement which was verbally authorized last month.
- Mr. Quijano updated the Board on the North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill project, noting that bids are currently being reviewed by the Authority Staff and could not be presented this evening. Mr. Quijano stated that if everything is in order the Authority will present for award at the November Public Meeting. Mr. Quijano stated that three (3) bids were received, including the alternate bid item which is to drill the water, ranging from a low of \$1,159,611.00 to a high of \$1,224,352.00, noting the bids were very tight in difference in pricing, which appears to be the market price for drilling two (2) 16-inch sewer mains and a 12-inch water main. Chairman Allmann stated that at this point, the Authority may need to hold this project until additional funds are received.

Developer Projects

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer reported on the following Authority approvals and developer projects:

- Resolution Granting a Water Performance Bond Release for The Reserve at Pleasant Grove, Block 11901, Lots 5, 6, 7, 8 and 37. The improvements have been completed and inspected and we recommended this release of the water system performance bond, contingent on the applicant posting a maintenance bond, in our October 6, 2016 letter to the Board.
- Resolution Granting a Sewer and Water Performance Bond Reduction for Paramount Classics at Whispering Meadows, Block 4302, Lot 8. The improvements have been completed in accordance with the Authority's Rules and Regulations and we recommended this performance bond reduction for sewer and water in our October 10, 2016 letter to the Board.
- Resolution Granting Final Sewer and Water Approval to the Oaks at Jackson Woods, a/k/a The Ponds at Jackson Twenty-One, Block 4101, Lot 20.01. The applicant is proposing to construct eighty-eight (88) residential apartments with eleven (11) buildings, a club house and a maintenance building on the north side of Jackson Mills – West Freehold Road. The applicant is proposing to connect to the existing sewer and water facilities that have been constructed in that area. We recommended this final approval in our October 10, 2016 letter to the Board.
- Resolution Granting Preliminary Sewer and Water Approval to Strategic Equity Solutions Office, Block 6504, Lots 14, 15 & 16. The applicant is proposing to construct a 25,000 square foot office building and warehouse, with 2,000 square feet of office space located on the eastern side of Cpl. Luigi Marciante Memorial Drive, north of Solar Avenue and will connect to the existing utilities in that area. We recommended this approval in our October 10, 2016 letter to the Board.

Public Relations Committee Report

The Public Relations Committee did not meet this month.

Administrative Committee Report

The Administrative Committee did not meet this month.

4. Review of Assistant Executive Director's Report
 - Finance Committee Report
 - Personnel Committee Report

Mr. Diaz discussed the following from the Assistant Executive Director's report.

Finance Committee Report

The total amount presented on this month's bill list is \$558,252.81 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$77,879.62 for Capital Projects;
2. Escrow Funds in the amount of \$9,410.50 for Developer Work;

3. Revenue General Fund in the amount of \$470,962.69 for Operating Expenses.

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

- Mr. Diaz had previously informed the Board that there may be a supplemental bill list required to pay various vendors including utility invoices. Mr. Diaz informed the Board that the supplemental bill list will not be necessary as all invoices to close out the month have been received.
- Mr. Diaz discussed the State resolution presented this evening for approval of the 2017 Water/Sewer Operating/Capital Budget. Mr. Diaz stated that the proposed budget was included with his October package to the Board for review. Mr. Diaz continued by informing the Board that he has been working on the budget and reviewing with the Finance Committee over the past few months. Mr. Diaz informed the Board that the Finance Committee is recommending approval and if there is no objection the Authority could proceed with the State's first step budget approval process. Mr. Diaz also stated that the budget includes a small water/sewer service and usage rate increase and is requesting this evening permission from the Board to advertise for a rate hearing to be held at the December 15, 2016 Public Meeting. The Board granted permission to advertise.

Personnel Committee Report

The following action item is listed on this evening agenda for Personnel.

- Mr. Diaz discussed the new hire of Mrs. Donna Specht to fill an open position in the Purchasing Department, through a Civil Service Commission Intergovernmental Transfer Process in the title of Buyer. The Personnel Committee has reviewed and is recommending approval this evening.

5. Consent Resolutions:

- 2016-136 Resolution Granting Preliminary Sewer and Water Approval to Strategic Equity Solutions Office, Block 6504, Lots 14, 15 & 16, on the Tax Map of the Township of Jackson.
- 2016-137 Resolution Granting Final Sewer and Water Approval to the Oaks at Jackson Woods, a/k/a The Ponds at Jackson Twenty-One, Block 4101, Lot 20.01, on the Tax Map of the Township of Jackson.
- 2016-138 Resolution Granting a Water Performance Bond Release for The Reserve at Pleasant Grove, Block 11901, Lots 5, 6, 7, 8 and 37, on the Tax Map of the Township of Jackson.
- 2016-139 Resolution Granting a Sewer and Water Performance Bond Reduction for Paramount Classics at Whispering Meadows, Block 4302, Lot 8, on the Tax Map of the Township of Jackson.
- 2016-140 Resolution Authorizing Execution of a Hold Harmless and Indemnity Agreement with Bil-Jim Construction Company, Inc., for RG-2 Associates Major Subdivision.

Mrs. Blake made a motion to approve Resolutions 2016-136 through 2016-140. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Glory abstained on Resolution 2016-137.

6. Resolutions Offered:

2016-141 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for October 2016.

Mrs. Clayton made a motion to approve Resolution 2016-141. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from any checks payable to T&M Associates.

2016-142 Resolution Authorizing Approval of the 2017 JTMUA Sewer /Water Operating/ Capital Budget – State Version.

Mrs. Blake made a motion to approve Resolution 2016-142. Mr. Porter seconded the motion and it was passed unanimously.

2016-143 Resolution Authorizing the Intergovernmental Transfer of Donna Specht from Ocean County Road Department to the Authority.

Mrs. Glory made a motion to approve Resolution 2016-143. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann noted that the next Public Meeting is scheduled for November 17, 2016, which is the third Thursday due to the Thanksgiving holiday.

7. Other Matters

Mr. Harpell stated that the Authority's 2016 New Jersey Environmental Infrastructure Financing Program (NJEIFP) note should have closed today and are waiting to hear from the Authority's Bond Counsel. Also noted, Mr. Harpell spoke with HESP Solar and it appears this project with the Jackson Township is moving ahead.

Chairman Allmann stated as all are aware, the Authority lost an employee this week, Mrs. Carol Megill.

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the October 20, 2016 Public Meeting adjourned.

End of Minutes