

## Open Session

**November 17, 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 November 17, 2016.”

Chairman Allmann requested a roll call.

The November 17, 2016 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 p.m. Present were Members Blake, Clayton, 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 Hering. Member Glory 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 October 20, 2016.

Mrs. Clayton made a motion to approve the Minutes of the Open Session Public Meeting of October 20, 2016. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh 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 first discussed HomeServe USA noting that the insurance has been a good offering and in seven (7) years there has not been a single complaint from a resident on the service. Mr. Harpell further discussed the Annual Charitable Contribution noting that with more customers signing up for the service, the dollar amount of the contribution has gone up quite a bit and for 2016, the total contribution is in the amount of \$8,278.61. Mr. Harpell further discussed the possibility of setting aside a portion of the contribution, \$2,000.00, for a bill assistance program. The Authority could refer customers, up to \$200.00 per account, who may be

experiencing financial difficulties to HomeServe USA for their evaluation. This has been discussed with the Finance and Engineering Committees and if the Board agrees, there would be \$6,278.61 remaining to donate. Mr. Harpell stated that five (5) charities have sent requests for consideration: the Veteran's Memorial Garden, Inc., Inches of Hope Children's Cancer Foundation (formerly known as the Charitque Foundation), Jackson Women of Today Food Pantry, Jackson Relay for Life and Adopt A Senior Organization. Since, Adopt A Senior Organization has programs in New York as well as New Jersey, a representative of the organization confirmed the funds would be specifically for programs in Jackson. Chairman Allmann requested recommendations from the Board how they would like to divide the contribution. Mrs. Rickabaugh suggested \$1,000.00 to Adopt A Senior Organization and divide the balance between the four (4) remaining charities. The Board agreed to 1,000.00 to Adopt A Senior and \$1,319.65 each to Veteran's Memorial Garden, Inc., Inches of Hope Children's Cancer Foundation, Jackson Women of Today Food Pantry and Jackson Relay for Life. Joan will reach out to all the charities tomorrow. Discussion ensued regarding information that would be available from the recipients of the positive effects the funds have had or would have in Jackson. Mr. Harpell stated that if the Board approves, we can request that information from each recipient and report back to the Board in December. Chairman Allmann stated that he believes there will certainly be more charities next year

- Mr. Harpell next noted that the Authority presented the 2017 Holiday Schedule to the Board for review. If there are no objections, the Authority will request approval this evening.
- Last discussed was the meeting with the Joint Base McGuire-Dix-Lakehurst (Base) with regard to perfluorinated compound (PFC) contamination in the groundwater close to the Base. Mr. Harpell stated that this does not affect our system but wanted the Board to be aware as it could affect some Jackson residents with private wells. The Base hasn't notified the public yet but a press release should be issued shortly about the potential problem. One potential solution, which was discussed with the Engineering Committee, is for the Base to extend our water main down South Hope Chapel Road to address the area of concern. In discussions with Manchester Township, they also recommended this option to the Base.

### **Engineering Committee Report**

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

- Mr. Quijano discussed the North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill project which is the relocation of the 16-Inch sewer mains hanging on the North Cooks Bridge. The County is moving forward with reconstruction of the bridge and as a result, the Authority has to relocate the dual 16-inch sewer mains. Mr. Quijano stated that three (3) bids were received last month and the highest bidder submitted a bid protest. The Authority's Legal Counsel reviewed the letter of protest and found there was no merit to this protest. Both Legal Counsel and the Authority Staff have reviewed the bids and are recommending award of the contract to Montana Construction Corporation, Inc. in the amount of \$1,159,611.00 as the lowest responsive and responsible bidder. Mr. Quijano noted the project will also include the directional drill of the 12-inch water main noting this is advantageous for the Authority since it will complete the future water main loop between Bennetts Mills Road and County Line Road, stating that when the water main is extended down North Cooks Bridge Road, the drilling will have already been completed.
- Mr. Quijano updated the Board on two major projects. The first, the Western Water Main Extension, noting that the Authority is in the final design stages and anticipate sending out to the State in the next two weeks for authorization to advertise. The second project, Six Flags

Great Adventure Water Treatment Plant Replacement design has been completed and sent to the State for authorization to advertise. Mr. Quijano is anticipating receipt of the letter from the State in the next two weeks. Discussion continued with regard to the filter system, which is a major component of this project. Mr. Quijano stated that the Authority is going proprietary with this noting the same Hungerford & Terry (H&T) filter system is at the Hyson Road Water Treatment Plant and the London Drive Water Treatment Plant. The Staff believed the original price from H&T was high and renegotiated the price. H&T provided a new quote for the filter system that the Authority believes to be fair and reasonable. Chairman Allmann stated that the Authority made this proprietary with the option that if the Authority is not in agreement with the price it could go non-proprietary or change the bid specifications. Mrs. Clayton questioned that when everything on this project is complete and ready to be sent to the State, the Authority can still change the filter system if necessary. Mr. Quijano confirmed and stated that specifications can still be changed if needed before going out to bid. Mr. Harpell stated that Earl does a thorough and impressive job with projects up front prior to going out to bid and as a result the projects run smoothly.

### **Developer Projects**

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

- Resolution Granting a Preliminary Water and Sewer Approval to Jackson Storage of New Jersey, LLC, Block 4801, Lots 22 & 23. The applicant is proposing to construct an 8,000 square foot storage building and a 16,000 square foot two (2) story medical facility on the north side of County Line Road west of Harmony Road. They will construct in two (2) phases, with the first phase being the storage facility which will involve the installation of water and sewer service to an existing building on the site. The second phase will involve the construction of the two (2) story medical facility and will extend the water and sewer to North County Line Road. We recommended this approval in our November 16, 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 \$1,274,980.03 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$30,127.00 for Capital Projects;
2. Escrow Funds in the amount of \$9,816.66 for Developer Work;

3. Donated Capital Fund in the amount of \$12,000.00, which is part of a capital project but is funded by donated capital for pumps at the Emerald Woods Pump Station;
4. Revenue General Fund in the amount of \$1,223,036.37 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account and \$703,612.50 for OCUA's 4<sup>th</sup> quarter 2016 installment.

- Mr. Diaz reported that the Authority received the 2017 Water/Sewer Operating/Capital Budget approved by the State. Mr. Diaz stated permission has been granted to proceed with the adoption process. Copies of the State version are being presented to the Board this evening for approval.
- Mr. Diaz stated that the Authority was going to present the 2017 Chemical Contracts; however, there are still some documents under review and with the Board's permission, will hold the award until the December Public Meeting.
- Mr. Diaz discussed two (2) contract closeouts for 2016 which is more a formality for the Purchasing Department internal process to formally close out a contract when it comes to an end. The contracts are for J.R. Henderson Labs, Inc., which was a five (5) year contract, and Francotyp-Postalia, Inc., which was a three (3) year postage machine contract. The total aggregate combined contracts originally totaled \$229,210.44. This year's reduction in the contract was \$13,759.92 from J.R. Henderson Labs, Inc. Total aggregate over the length of each of the contracts was a reduction of \$65,014.17, making the total combined adjustment of \$164,196.07 for the two (2) contracts. With no objections, the Authority will request approval this evening on these two contract closeouts.
- Next discussed was the purchase of one (1) new Sensus Field Logic Handheld Device to replace an outdated unit in the amount of \$8,365.00 from H.D. Supply Waterworks, LTD. Mr. Diaz stated that H.D. Supply Waterworks, LTD is the sole dealer for the Sensus Handheld to be utilized in the State of New Jersey. With no objections, the Authority will request approval this evening.
- Mr. Diaz stated that the New Jersey Joint Insurance Fund (JIF) presented the 2016 dividend in the amount of approximately \$16,000.00. As in the past, the Authority, with the Board's permission, has applied the dividend to the following year's premium. If the Board approves, Mr. Diaz would send the document to the JIF with instructions on how to apply the funds. The Board approved.

### **Personnel Committee Report**

The following action items are listed on this evening agenda for Personnel.

- Mr. Diaz discussed the new hire to replace a budgeted position in Customer Service. Ms. Kristen Donato was interviewed and recommended for the position in the Civil Service Commission (CSC) title of Clerk 1. Ms. Donato can start on or about December 5, 2016. The Personnel Committee reviewed and is recommending approval this evening.
- Mr. Diaz discussed two (2) promotions on the agenda this evening for Mr. Michael Janusz and Mr. Christopher Gotz, who have both been with the Authority for over a year and doing very well in their respective fields. Mike Janusz heads up the Regulatory/Safety Department and Christopher Gotz works in the IT/GIS Department. Mr. Janusz will be promoted from the CSC title of Clerk 1 to Clerk 2 and Mr. Gotz from the CSC title of Geographic Information

System Specialist Trainee to Geographic Information System Specialist 3. The Personnel Committee has reviewed these promotions and is recommending approval this evening.

- Mr. Diaz discussed the lateral title change for Mr. Jeremiah Burst. The Authority's Mechanic retired in July 2016 and Mr. Burst has been working out of title in the garage since that time. Mr. Burst is doing a great job and has been earning out of title pay on a 90-day probation period. Mr. Burst has completed the probation period and is being recommended by his Supervisor for permanency in the CSC title of Mechanic's Helper. The Resolution on the agenda this evening would authorize the lateral title change from Meter Worker 1 to the CSC title of Mechanic's Helper. This lateral title change does not result in a base hourly rate increase but rather make permanent the current out of title pay. The Personnel Committee has reviewed and is recommending approval this evening.
- Mr. Diaz stated that the 2017 Rate Hearing has been advertised and will be held at the December 15<sup>th</sup> Public Meeting.

5. Consent Resolutions:

2016-144 Resolution Approving Cash Management Report for September 2016.

2016-145 Resolution Granting Preliminary Water and Sewer Approval to Jackson Storage of New Jersey, LLC, Block 4801, Lots 22 & 23, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2016-144 and 2016-145. Mrs. Clayton seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2016-146 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for November 2016.

Mrs. Rickabaugh made a motion to approve Resolution 2016-146. Mrs. Blake seconded the motion and it was passed unanimously.

2016-147 Resolution Authorizing Award of the North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill, Contract CT-16097, to Montana Construction Corporation, Inc., in the Amount of \$1,159,611.00.

Mrs. Clayton made a motion to approve Resolution 2016-147. Mr. Porter seconded the motion and it was passed unanimously.

2016-148 Resolution Authorizing Final Quantities Change Orders for J.R. Henderson Labs, Inc., Contract C1-00045 and Francotyp-Postalia, Inc., Contract C3-00058, in the Total 2016 Decreased Amount of (\$13,759.92).

Mrs. Blake made a motion to approve Resolution 2016-148. Mr. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2016-149 Resolution Authorizing the Purchase of One (1) Sensus FieldLogic Handheld Device, Contract CT-16101, for the Sum of \$8,365.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-149. Mr. Porter seconded the motion and it was passed unanimously.

2016-150 Resolution Adopting of the 2017 JTMUA Sewer /Water Operating/Capital Budget – State Form.

Mrs. Clayton made a motion to approve Resolution 2016-150. Mrs. Blake seconded the motion and it was passed unanimously.

2016-151 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA, in Accordance with their prior Commitment to the Authority.

Mrs. Blake made a motion to approve Resolution 2016-151. Mr. Porter seconded the motion and it was passed unanimously.

2016-152 Resolution Adopting the 2017 Holiday Schedule.

Mrs. Clayton made a motion to approve Resolution 2016-152. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-153 Resolution Authorizing the Permanent Hire of Kristen Donato under the Civil Service Title of Clerk 1.

Mrs. Rickabaugh made a motion to approve Resolution 2016-153. Mrs. Blake seconded the motion and it was passed unanimously.

2016-154 Resolution Authorizing the Promotion of Christopher Gotz to Geographic Information Systems Specialist 3.

Mrs. Clayton made a motion to approve Resolution 2016-154. Mrs. Blake seconded the motion and it was passed unanimously.

2016-155 Resolution Authorizing the Promotion of Michael Janusz to Clerk 2 (Regulatory/Safety).

Mrs. Blake made a motion to approve Resolution 2016-155. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-156 Resolution Authorizing the Lateral Title Change for Jeremiah Burst from Meter Worker 1 to Mechanic's Helper.

Mrs. Rickabaugh made a motion to approve Resolution 2016-156. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann passed along to the Board a "Thank You" note from the Megill Family.

Chairman Allmann noted that the next Public Meeting is scheduled for December 15, 2016, which is the third Thursday due to the Christmas holiday.

7. 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 November 17, 2016 Public Meeting adjourned.

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End of Minutes