

## Open Session

**December 15, 2016**

Chairman Allmann called the meeting to order.

Flag Salute

Executive Assistant read the following statement: "My name is Joan Haltigan, Executive 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 December 15, 2016."

Chairman Allmann requested a roll call.

The December 15, 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/Director of Finance, James Diaz, Executive Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer Alan Dittenhofer and Authority Counsel, Michael McKenna. Member Rickabaugh was excused.

As Executive 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. Rate Hearing

Chairman Allmann called the 2017 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2016-157 Resolution Adopting 2017 Rate Schedule

Mrs. Blake made a motion to approve Resolution 2016-157. Mrs. Glory seconded the motion and it was passed unanimously.

### 2. Approval of the Minutes of the Open Session Public Meeting of November 17, 2016.

Mrs. Glory made a motion to approve the Minutes of the Open Session Public Meeting of November 17, 2016. Mrs. Clayton seconded the motion and it was passed unanimously.

### 3. Questions/Comments from the Public

At this time, Ms. Monica Valera and Ms. Christina Sanzo were present from HomeServe, USA, and began the charitable contribution presentations. Present were representatives from Adopt A Senior Organization, Jackson Relay for Life, Inches of Hope Children's Cancer Foundation, Jackson Veteran's Memorial Garden, and Jackson Women of Today Food Pantry. Mr. Harpell thanked HomeServe USA for attending the meeting again this year and noted that the donation to charities this year is almost \$8,300.00. Mr. Harpell also noted that it's been a very positive program for our ratepayers and in seven years, the Authority has not received one complaint on the services HomeServe USA has provided. Mr. Harpell stated that four (4) charities will

receive \$1,319.65 each and Adopt A Senior Organization will receive \$1,000.00, also noting that the Authority is putting aside \$2,000.00 for a bill assistance program to help customers who are having financial difficulties paying their utility bill. Mr. Kenneth Bressi thanked the Board and HomeServe USA for the contribution noting that 100% of the money goes directly to the Jackson Veteran's Memorial Garden, noting that last year they were able to replace all the lighting to LED lights and these donations keep the project moving forward. 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.

### **Engineering Committee Report**

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

- Mr. Quijano discussed the Change Order No. 1 – Final Quantities for the Hyson Road Water Treatment Plant Capacity Increase Project to Montana Construction Corporation, C5-00050, resulting in a decrease in the contract by (\$15,861.64), changing the original contract amount from \$116,001.59 to a decreased contract amount of \$100,139.95. Mr. Quijano informed the Board that the Authority's Engineering Staff did excellent work on this project which resulted in the decrease.
- Mr. Quijano next discussed the 2016 Water/Sewer Emergency Repair and Service Contract, C5-00051. The resolution on the agenda this evening is authorizing the Final Quantities Change Order No. 1 in the decreased amount of (\$86,282.41) to J.F. Kiely Construction Company. Mr. Quijano noted that the Staff has identified items in the contract which field operations did not have to utilize this year. Mr. Quijano stated that there was less emergency and service work being performed, which is the reason for the drop in the final quantities. J.F. Kiely has supplied all the required closeout documents and the Authority's Staff and Engineering Committee are recommending closeout of this contract this evening.

### **Developer Projects**

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

- Resolution Granting Final Sewer and Water Approval to Panikkar Office Building, Block 5301, Lot 12. The applicant, JK Panikkar, is proposing to construct a 13,000 square foot medical building on the north side of North County Line Road, west of Bartley Road. The applicant proposes to connect to the water main in County Line Road and sewer on Hampshire Boulevard. We recommended this approval in our December 5, 2016 letter to the Board. Chairman Allmann stated that if the applicant cannot get the easement, the Authority will work with them to get the sewer line in another location. Mr. Harpell stated that he had reached out to the attorney for the Homeowner's Association about the easement and to date, has not heard anything back.

## **Public Relations Committee Report**

The Public Relations Committee did not meet this month.

## **Administrative Committee Report**

The Administrative Committee did not meet this month.

5. Review of Assistant Executive Director/Director of Finance Report  
Finance Committee Report  
Personnel Committee Report

Mr. Diaz discussed the following from the Assistant Executive Director/Director of Finance report.

## **Finance Committee Report**

The total amount presented on this month's bill list is \$742,333.17 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$53,635.51 for Capital Projects;
2. NJEIFP Account in the amount of \$255,330.27 for NJEIFP Projects;
3. Escrow Funds in the amount of \$16,577.81 for Developer Work;
4. Revenue General Fund in the amount of \$416,789.58 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account. Mr. Diaz stated that there will be a supplemental December 2016 bill list due to the timing of the meeting. The bill list will be supplied to the Board for review by the end of next week.

- Mr. Diaz reported that there is a resolution on the agenda this evening ratifying the November 2016 bill list in the total amount of \$72,621.17. These funds were drawn from the following account:
  1. Revenue General Fund in the amount of \$72,621.17 for Operating Expenses.
- Mr. Diaz next discussed the 2017 Annual Chemical Bids and as reported last month, the award was put on hold until December as one of the vendors failed to supply the required documentation prior to award. Mr. Diaz stated that bids were received on November 2<sup>nd</sup>. There were twenty-three (23) bid packages issued with ten (10) respondents. Mr. Diaz continued to discuss the resolution being presented this month which identifies various chemical companies under JTMUA Contract No's CT-170002 through CT-170007 for a total aggregate contract amount of \$213,129.30 for 2017. This is an increase of approximately \$6,570.96 from 2016 primarily due to an increase in requested quantity of 5,000 gallons and a slight increase in pricing for Caustic Soda. It was noted that the additional increase of \$2,416.79 compared to what was reported last month was due to the one vendor being disqualified as non-compliant.
- Mr. Diaz next discussed the following 2017 Annual Contract Renewals.
  1. Janitorial Services with Jan-Pro, Contract C5-00011 in an amount not to exceed \$10,500.00 with no increase from 2016.

2. Edmunds for Accounting/Billing Software Support Agreement, Contract CT-17021, in an amount not to exceed \$13,124.00, with no increase from 2016.
  3. The Hartford for Short Term Disability. Mr. Diaz stated that there has not been an increase since 2009 or 2010. They presented their proposal with a 9% increase, in an amount not to exceed \$14,100.00. Mr. Diaz noted that our consultants are working on combining the Short Term Disability and Long Term Disability under one company; therefore, there may be another resolution next month addressing those matters. Mr. Diaz stated that The Hartford or Guardian may supply a quote on combining the two services.
  4. American Wear for Uniform Rental Services, which is a three (3) year contract, in an amount not to exceed \$25,000.00. Mr. Diaz noted that in this contract, the Authority allotted for an additional \$400.00 per year for incidental cleaning. Mr. Diaz stated that whenever the Authority has uniforms left behind that can be reused for new employees, as long as they are in good shape, we send out for cleaning and they are reissued.
  5. Mr. Diaz stated that this particular renewal does not need a resolution but is being presented with the rest of the resolutions for solid waste trash and recycling to Tri-State Carting in an amount not to exceed \$5,119.20 for two (2) years. Mr. Diaz noted that a portion of this contract is under State Contract in the amount of \$4,159.20 and the remaining \$960.00 which is the recycling component, is through a quote process.
  6. Risk Management Consultant Agreement with Conner Strong & Buckelew. Mr. Diaz stated that the fees paid are from the Authority's premiums to the New Jersey Joint Insurance Fund at an annual rate of 6%. Mr. Diaz stated that the Authority has great insurance and for everything included, it is very reasonable at a rate of \$167,000.00 for 2017. Mr. Diaz reported that the Authority received notification from the JIF of this year's dividend in the amount of \$16,000.00 which, with the Board's permission, could be credited against 2017's premium making the net expense for the year of approximately \$151,000.00.
- Mr. Diaz next discussed the annual meter bids for 2017 which were advertised on November 16, 2016 and publicly opened on December 2, 2016. The first contract being presented this evening for approval is Contract CT-17015 to RIO Supply, Inc. for Neptune Meters, in the amount not to exceed \$225,200.00, which includes two (2) replacement handheld devices and Contract CT-17018 to HD Supply Water Works, LTD, for Sensus Meters, in an amount not to exceed \$70,990.00 which includes replacement of outdated reading equipment.
  - Mr. Diaz stated that the Authority advertised and solicited bids on October 24, 2016 with a bid opening of November 16, 2016 for the purchase of three (3) Flygt Pumps with the installation of one (1) at the Westlake Village Pump Station. The remaining two (2) pumps will be used as spares, one at the Westlake Village Pump Station and the other for the Westlake Mews Pump station. The Authority received one (1) bid from Xylem Water Solutions USA, Inc., in an amount not to exceed \$38,537.00.
  - Mr. Diaz stated that the Finance Committee has reviewed all of the above resolutions presented and is recommending award this evening.
  - Mr. Diaz notified the Board that the 2016 Preliminary Audit will begin next week. Representatives from Holman Frenia Allison will be here to begin some field work.
  - Also discussed was the usage rate correction discussed previously. Mr. Diaz advised the Board that a total of \$4,131.95 was credited back to the affected accounts.
  - At this time, Mr. Harpell stated that Mike Rizzo who is currently in the Purchasing Department is in attendance this evening, noting that Mike is currently transitioning over to the Accounting

Department. Mr. Diaz thanked Mike for all the work he did in preparing the above renewals/purchases.

### **Personnel Committee Report**

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

#### 6. Consent Resolutions:

2016-158 Resolution Approving Cash Management Report for October 2016.

2016-159 Resolution Granting Final Sewer and Water Approval to Panikkar Office Building, Block 5301, Lot 12, on the Tax Map of the Township of Jackson.

Mrs. Clayton made a motion to approve Resolutions 2016-158 and 2016-159. Mrs. Glory seconded the motion and it was passed unanimously.

#### 7. Resolutions Offered:

2016-160 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2016.

Mrs. Blake made a motion to approve Resolution 2016-160. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Glory abstained from any checks payable to T&M Associates and Lennar.

2016-161 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for December 2016.

Mrs. Clayton made a motion to approve Resolution 2016-161. Mr. Porter seconded the motion and it was passed unanimously. Chairman Allmann abstained on check #22934 and Mrs. Glory abstained on any checks payable to T&M Associates and Lennar.

2016-162 Resolution Authorizing Final Quantities Change Order No. 1 in the Decreased Amount of (\$86,282.41) and the Closeout of the Water/Sewer Emergency Repairs & Service Work, Contract No. C5-00051, with J.F. Kiely Construction Company, Inc.

Mrs. Blake made a motion to approve Resolution 2016-162. Mr. Clayton seconded the motion and it was passed unanimously.

2016-163 Resolution Authorizing Change Order No. 1, Final Quantities to Montana Construction Corporation for the Hyson Road Water Treatment Plant Capacity Increase Project, Contract No. C5-00050, in the Decreased Amount of (\$15,861.64).

Mrs. Blake made a motion to approve Resolution 2016-163. Mr. Clayton seconded the motion and it was passed unanimously.

2016-164 Resolution Authorizing Award of Contract to Furnish Three (3) Flygt Pumps, and the Installation of One (1) Flygt Pump, Contract No. CT-16100, to Xylem Water Solutions, USA, in an Amount Not to Exceed \$38,537.00.

Mrs. Blake made a motion to approve Resolution 2016-164. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-165 Resolution Authorizing the Second One (1) Year Extension to Contract No. C5-00011 with Jan-Pro of NJ, for Cleaning Services, in an Amount Not to Exceed \$10,500.00.

Mrs. Glory made a motion to approve Resolution 2016-165. Mrs. Blake seconded the motion and it was passed unanimously.

2016-166 Resolution Authorizing Execution of a Risk Management Consultant's Agreement with Conner Strong & Buckelew.

Mrs. Clayton made a motion to approve Resolution 2016-166. Mrs. Blake seconded the motion and it was passed unanimously.

2016-167 Resolution Authorizing Award of The Hartford Short Term Disability Plan, Contract No. CT-17036, in an Amount Not to Exceed \$14,100.00.

Mrs. Glory made a motion to approve Resolution 2016-167. Mr. Porter seconded the motion and it was passed unanimously.

2016-168 Resolution Authorizing Award of the 2017 Software Support Agreement with Edmunds & Associates, Inc., Contract No. CT-17021, in an Amount Not to Exceed \$13,124.00.

Mrs. Clayton made a motion to approve Resolution 2016-168. Mrs. Blake seconded the motion and it was passed unanimously.

2016-169 Resolution Authorizing Award of 2017 Neptune Water Meter Acquisition, Contract No. CT-17015 to Rio Supply, Inc., in an Amount Not to Exceed \$225,200.00.

Mrs. Clayton made a motion to approve Resolution 2016-169. Mrs. Blake seconded the motion and it was passed unanimously.

2016-170 Resolution Authorizing Award of 2017 Sensus Water Meter Acquisition, Contract No. CT-17018 to H. D. Supply Waterworks in an Amount Not to Exceed \$70,990.00.

Mrs. Glory made a motion to approve Resolution 2016-170. Mrs. Blake seconded the motion and it was passed unanimously.

2016-171 Resolution Authorizing Award for Uniform Rental Services, Contract No. CT-17044 to American Wear, Inc., in an Amount Not to Exceed \$25,000.00 for Three (3) Years.

Mrs. Glory made a motion to approve Resolution 2016-171. Mr. Porter seconded the motion and it was passed unanimously.

2016-172 Resolution Authorizing Award of the 2017 Chemical Supply Contract, Contract No's. CT-17002 through CT-17007 in an Amount Not to Exceed \$213,129.30.

Mrs. Blake made a motion to approve Resolution 2016-172. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-173 Resolution Authorizing Award of a Two-Year Service Agreement, for Solid Waste Collection and Recycling Pickup, Contract No. CT-17047, to Tri-State Carting, Inc., in an Amount Not to Exceed \$5,119.20.

Mrs. Glory made a motion to approve Resolution 2016-173. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

At this time there was one question from Mr. Cordts present from the public with regard to the recycling component of the award to Tri-State Carting, Inc. Mr. Cordts questioned why recycling was not picked up by Jackson Township. Chairman Allmann stated that they do not pickup commercial and Mr. Harpell stated that Authority could reach out to the Public Works Department about the possibility, noting any savings is important.

Chairman Allmann noted that the next Public Meeting is scheduled for January 26, 2017, noting the meeting schedule is going back to the fourth Thursday of the month.

#### 8. 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 December 15, 2016 Public Meeting adjourned.

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End of Minutes