

Open Session

January 26, 2017

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 January 26, 2017.”

Chairman Allmann requested a roll call.

The January 26, 2017 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/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, William Hierung.

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. Approval of the Minutes of the 2017 Rate Hearing of December 15, 2016.

Mrs. Clayton made a motion to approve the Minutes of the 2017 Rate Hearing of December 15, 2016. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2. Approval of the Minutes of the Open Session Public Meeting of December 15, 2016.

Mrs. Blake made a motion to approve the Minutes of the Open Session Public Meeting of December 15, 2016. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

3. Questions/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 discussed a matter that was not in his report with regard to the Joint Base groundwater contamination. Mr. Harpell stated that the Authority did receive one phone call about the potential contamination but as you know, our water supply is fine. It was noted that the Authority tested for the parameters of concern in 2013 and all 28 samples were below detection limits. Mr. Harpell stated that with only one phone call and the fact that it was also clarified in the newspaper, it seems the public realizes that there are no issues with Jackson's water supply.
- Mr. Harpell discussed the 2017 Professional Service Proposals noting that the Reorganization Meeting is next Thursday, February 2, 2017. The Board received a summary of the proposals which is still being reviewed. Mr. Harpell noted there were quite a few responses, especially for Special Project Engineers.
- Mr. Harpell next discussed the Panikkar Office Building which was approved in December 2016, with one of the conditions being that they had to obtain an easement from Hampshire Hills for sewer service and they are still having trouble with the easement. At Panikkar's request, the Authority reached out to the attorney for the community but we did not get a response. Mr. Harpell stated that Panikkar will revisit this issue and probably put a small pump station and force main in County Line Road. Mr. Harpell stated that Mr. Gertner was going to come to the meeting this evening but we explained that it is really more of an engineering issue and they are looking at the feasibility of an alternate means to serve the property.
- Mr. Harpell updated the Board on the Hyson Solar Project and it is working very well. In 2016, the Authority produced 12% more power than what was projected. We also heard from HESP Solar and they are still moving ahead with the Township's solar project on the Legler Landfill.
- The Board received a draft copy of the 2017-2018 Public Meeting Schedule for their review. Mr. Harpell stated that the only month in question is December whether the meeting should be before or after Christmas.
- The Association of Environmental Authorities' Spring Conference is March 14th and 15th. We should be receiving the agenda soon and will forward a copy to the Board. Mr. Harpell stated that it looks to be an interesting meeting including a talk by Dan Fagin who wrote Toms River: A Story of Science and Salvation.

Engineering Committee Report

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

- The Hyson Road Water Treatment Plant Capacity Increase Project, Contract No. C5-00050, Authorizing the Closeout and Release of the Performance Bond for Montana Construction Corporation. Mr. Quijano stated that the contractor, Montana Construction Corporation, has fulfilled their contractual obligations and has submitted the required contract closeout documents for the referenced project. The documents have been reviewed and found to be in compliance and the Authority's staff and Engineering Committee are recommending closeout of the project and release of their performance bond and the 2% retainage.

Developer Projects

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

- Resolution Granting Preliminary Sewer and Water Approval to 300 Clearstream, LLC. The applicant is proposing to construct a major subdivision consisting of seven (7) units near the intersection of Clearstream Road and Brewers Bridge Road. The applicant will connect to the water main in Brewers Bridge and three (3) of the units will have grinder pumps for the sanitary sewer and the remaining four (4) pumps will have on-sight septic systems. We recommended this approval in our January 16, 2017 letter to the Board. Mr. Harpell stated that the Engineering Committee is recommending the units go 100% sewer or 100% septic. Mr. Dittenhofer stated that this is noted in the letter. Chairman Allmann noted that this approach makes more sense.

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 \$1,230,107.64 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$136,326.50 for Capital Projects;
2. NJEIFP Account in the amount of \$203,412.94 for NJEIFP Projects;
3. Escrow Funds in the amount of \$31,907.50 for Developer Work;
4. Revenue General Fund in the amount of \$858,460.70 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account and \$274,200.00 for the 2017 employer PERS contribution.

- Mr. Diaz reported that there is a resolution on the agenda this evening ratifying the supplemental December 2016 bill list in the total amount of \$70,342.35. These funds were drawn from the following account:
 1. Revenue General Fund in the amount of \$70,342.35 for Operating Expenses.
- Mr. Diaz next discussed the award to rebuild the blower at the Maple Glen Wastewater Treatment Plant. The Authority received two (2) quotes for the repair ranging from \$9,488.00 to \$9,887.44. The award being presented this evening is to Excelsior Blower Systems, in an amount not to exceed 9,488.00 for the repair. Mr. Diaz noted that to purchase a new blower would be between \$18,000.00 and \$23,400.00. Mr. Diaz noted that funds will be drawn from the Maple Glen account.

- Mr. discussed the purchase this month of three (3) new budgeted vehicles. The first vehicle is a 2017 Ford Explorer in the amount of \$24,708.00 from Beyer Ford, LLC, for the Engineering Department under State Contract. The second vehicle is a 2017 Chevrolet Silverado, 3500HD Dump Body from Hertrich Fleet Services, Inc., in the amount of \$31,358.95 for the Maintenance Department under State Contract and lastly, a 2017 Chevrolet Silverado, 3500HD Utility Body from Hertrich Fleet Services, Inc., in the amount of \$30,783.95 for the Maintenance Department also under State Contract. The Finance Committee has reviewed and is recommending award to purchase these budgeted vehicles.
- Mr. Diaz next discussed the 2017 Payroll Services noting the Authority has a third party payroll service that has been working with the Authority for several years. The Authority requested and received two (2) quotes, ranging from a low of \$10,051.00 to a high of \$15,600.00. The Finance Committee has reviewed and is recommending award of the 2017 Payroll Services to Primepoint, LLC, in an amount not to exceed \$10,051.00.
- Mr. Diaz next discussed the fifteen (15) 2016 Operating/Capital contract closeouts being presented under one resolution this evening. Mr. Diaz stated the combined original contract total was \$481,357.91, with a total net decrease of <\$70,809.93> for a reduced total amount of \$410,547.98. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz stated that he reported to the Board that the Authority would present Long-Term Disability under Hartford this month, which is being held due to some information that was recently received indicating that Long-Term Disability is also offered, to certain employees, under the Public Employee Retirement System (PERS). The Authority is requesting that Hartford revisits their quote and expects the cost to be reduced. The affected employees include twenty-five (25) newer employees who fall under PERS Tiers 4 and 5. The Authority will look to present a revised quote and recommendation next month.
- Mr. Diaz reminded the Board that the Elected Officials Training will take place at 5:00 p.m., prior to the March 23, 2017 Public Meeting. Mr. Diaz stated that he will forward details to anyone wishing to complete the training on line as soon as it is released, noting that this affords the Authority \$250.00 credit against the premium for each Commissioner and the Executive Director who participates.

Personnel Committee Report

Mr. Diaz discussed the following action item for Personnel.

- Mr. Diaz discussed one new hire on the agenda this evening, Ms. Lindsay Brown under the Civil Service Title of Clerk 1 for the Purchasing Department. The Personnel Committee has reviewed and is recommending approval this evening to hire with salary and benefits.

6. Consent Resolutions:

- 2017-01 Resolution Approving Cash Management Report for November 2016.
- 2017-02 Resolution Approving Cash Management Report for December 2016.
- 2017-03 Resolution Granting Preliminary Sewer and Water Approval to 300 Clearstream, LLC, Block 13301, Lots 7-10, 21 & 23, on the Tax Map of the Township of Jackson.

Mrs. Glory made a motion to approve Resolutions 2017-01 through 2017-03. Mrs. Blake seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2017-04 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2016.

Mrs. Clayton made a motion to approve Resolution 2017-04. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained on check #23019.

2017-05 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for January 2017.

Mrs. Glory made a motion to approve Resolution 2017-05. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained on check #23087 and Mrs. Glory abstained on any checks payable to T&M Associates and check #23078.

2017-06 Resolution Authorizing the Closeout and Release of the Performance Bond for the Hyson Road Water Treatment Plant Capacity Increase Project, Contract C5-00050, to Montana Construction Corporation.

Mrs. Rickabaugh made a motion to approve Resolution 2017-06. Mrs. Glory seconded the motion and it was passed unanimously.

2017-07 Resolution Authorizing Award to Rebuild the Blower at the Maple Glen Wastewater Treatment Plant, Contract CT-17008, to Excelsior Blower Systems, in an Amount Not to Exceed \$9,488.00.

Mrs. Clayton made a motion to approve Resolution 2017-07. Mrs. Blake seconded the motion and it was passed unanimously.

2017-08 Resolution Authorizing Award of the 2017 Ford Explorer Acquisition Contract CT-17009, State Contract No. A83013, to Beyer Ford, LLC, in an Amount Not to Exceed \$24,708.00.

Mrs. Glory made a motion to approve Resolution 2017-08. Mrs. Blake seconded the motion and it was passed unanimously.

2017-09 Resolution Authorizing Award of the 2017 Chevrolet Silverado, 3500HD, Dump Body Acquisition, Contract CT-17010, State Contract No. A88759, to Hertrich Fleet Services, Inc., in an Amount Not to Exceed \$31,358.95.

Mrs. Blake made a motion to approve Resolution 2017-09. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2017-10 Resolution Authorizing Award of the 2017 Chevrolet Silverado, 3500HD, Utility Body Acquisition, Contract CT-17011, State Contract No. A88759, to Hertrich Fleet Services, Inc., in an Amount Not to Exceed \$30,783.95.

Mrs. Clayton made a motion to approve Resolution 2017-10. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2017-11 Resolution Authorizing Award of the 2017 Payroll Services, Contract No. CT-17012, to Primepoint, LLC, in an Amount Not to Exceed \$10,051.00.

Mrs. Blake made a motion to approve Resolution 2017-11. Mrs. Clayton seconded the motion and it was passed unanimously.

2017-12 Resolution Authorizing Final Quantities Change Orders for Various Contracts for the Year 2016, in the Total Decreased Amount of <\$70,809.93>.

Mrs. Clayton made a motion to approve Resolution 2017-12. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2017-13 Resolution Authorizing the Permanent Hire of Lindsay Brown under the Civil Service Title of Clerk 1.

Mrs. Clayton made a motion to approve Resolution 2017-13. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann noted that the 2017 Reorganization Meeting is next Thursday, February 2, 2017.

8. Other Matters

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the January 26, 2017 Public Meeting adjourned.

End of Minutes