

Open Session

February 23, 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 February 23, 2017.”

Chairman Allmann requested a roll call.

The February 23, 2017 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 p.m. Present were Members Blake, 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, Thomas Gannon. Member Clayton 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. Approval of the Minutes of the Open Session Public Meeting of January 26, 2017.

Mrs. Blake made a motion to approve the Minutes of Open Session Public Meeting of January 26, 2017. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Reorganization Meeting of February 2, 2017.

Mrs. Glory made a motion to approve the Minutes of the Open Session Reorganization Meeting of February 2, 2017. Mr. Porter seconded the motion and it was passed unanimously. Mrs. Blake 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 reported that a more involved pine snake survey at the proposed Six Flags Water Treatment Plant will be required. Mr. Harpell stated that the Authority heard from our environmental consultant this week and they identified mammalian burrows which could be an overwintering habitat for the pine snake. Mr. Harpell stated that the Authority will have to do an RFP for this additional survey and we will plan on awarding this project in March. The survey can be done early April to see if pine snakes are present. If no pine snakes are identified, we should be able to go out to bid on the project.

Mrs. Blake questioned if there is anything that can be put into the holes to see what is in it and Mr. Harpell stated that the normal routine is to put silt fence around the hole and wait to see what comes out. Chairman Allmann stated that if the Authority should need any approvals on this survey prior to the award at the next public meeting, please notify the Board.

- Mr. Harpell noted the AEA Spring Conference is March 14th and 15th, which includes some very interesting topics on the agenda.

Engineering Committee Report

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

- The Rehabilitation of Well No. 13, Contract No. CT-17023, Authorizing the Award of Contract to Layne Christensen Company, in an Amount Not to Exceed \$134,650.00. Mr. Quijano stated that last month the Authority's Maintenance Department reported that there was a breakdown of Well No. 13 at the Hyson Road Water Treatment Plant, suspecting there might be a broken shaft. On February 4, 2017, the Authority advertised and solicited bids for the Rehabilitation of Well No. 13, under Contract CT-17023. On February 15, 2017, three (3) bids were received and publicly opened ranging in price from a low of \$134,650.00 to a high of \$143,050.00. The Authority's Engineering Committee and Staff, in consultation with Legal Counsel, have reviewed the bids and are recommending award to Layne Christensen Company, in an amount not to exceed \$134,650.00 as the lowest responsive and responsible bidder. Mr. Quijano stated that you cannot determine the severity of what exactly needs to be repaired on a well until it is opened and a camera is inserted, noting that for this purpose a lot of items in the bid are directed by the Authority or the Engineers. Chairman Allmann stated that the contract may come in less and this award is considering the worst case scenario, for repairing the well.

Developer Projects

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

- Resolution Granting Preliminary and Tentative Sewer Approval to Empire ATM Group Site Plan. The applicant is proposing to construct a building addition to the former Italian American Club. The applicant is seeking preliminary and tentative approval for sewer at this time. The applicant is proposing to construct a 130 foot sewer extension to service the building expansion. We recommended the approval in our February 13, 2017 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.

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 \$1,168,271.53 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$113,299.83 for Capital Projects;
2. NJEIFP Account in the amount of \$21,054.75 for NJEIFP Projects;
3. Escrow Funds in the amount of \$16,752.91 for Developer Work;
4. Revenue General Fund in the amount of \$1,017,164.04 for Operating Expenses.

The operating expense includes \$250,000.00 for funding the payroll account and \$604,967.00 for OCUA's 1st quarter 2017 installment which includes a credit in the amount of \$98,645.50. Mr. Diaz stated that each year, OCUA evaluates the metered sewer flows received as compared to what the Authority has paid throughout the year. The Authority made payments to OCUA based on estimated flows of 725 MG. Actual flows were a little over 699 MG which equated to the credit of \$98,645.50. Mr. Harpell noted that in 2006, the reported OCUA flows were 872 MG and this year, we were under 700 MG, so at 2017 rates it is over \$600,000.00 in annual savings plus all the credits received over the years.

- Mr. Diaz next discussed the 2016 Budget Reclass, noting that annually the Authority reviews budget line items that are shortfalls on individual expense line items and entails reclassing budget dollars from one expense line that is projected to come in under budget to cover an expense line item that is projected to come in over budget. There is a net zero effect on the 2016 budget. This has been reviewed with the Finance Committee and is recommending approval this evening.
- Mr. Diaz discussed the award for Long-Term Disability (LTD) which was held last month after discovering the State had its own plan, under the Public Employee Retirement System (PERS), for Tier 4 & 5 employees. The Authority has worked with our consultants and received a new proposal from The Hartford. Mr. Diaz informed the Board that it was determined that eliminating Tiers 4 & 5 employees from the proposal had very minimal effect on the rate and overall The Hartford LTD had a cost savings compared to the current provider. The resolution being presented this evening is the award to The Hartford in an amount not to exceed \$15,000.00 for twenty-one (21) months for all of our employees. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz next discussed the repair of the Authority's Crane Truck, which is a vital vehicle for the Authority and used quite often. Ford has assessed the vehicle and has determined the need to replace the engine. The Authority received a State Contract quote from Freehold Ford in the amount of \$15,007.93. Mr. Diaz informed the Board that the Crane Truck is a 2010 vehicle with approximately 98,000 miles and the repair is worth the investment since this is a

\$75,000.00 vehicle. He further mentioned that the repair would give the Authority a few more years before having to budget for a replacement.

- Mr. Diaz reminded the Board that Mike Avalone from Conner Strong & Buckelew will conduct the annual Elected Officials training on March 23rd at 5:00 p.m., prior to the Public Meeting. Mr. Diaz stated that he emailed the Commissioners the on-line version for those who prefer the option. Mr. Diaz further mentioned that the Authority is afforded a \$250.00 credit per attendee against the annual premium. The Authority does very well each year and it is much appreciated.
- Mr. Diaz next discussed the updated Salary Guide (Guide), noting it does not have to be done by resolution since approval has been previously granted. Mr. Diaz continued by explaining that the Guide consists of the Authority's Civil Service Commission title salary ranges which is revised annually based on Consumer Price Index (CPI) for December of each year which for 2016 was 2.1%. Mr. Diaz stated that the guide will be posted shortly.
- Last discussed was the previously GUDPA approved banks for investments, which included Harmony Bank. Mr. Diaz stated that Harmony Bank was acquired by Lakeland Bank. Mr. Diaz requested approval from the Board to accept Lakeland Bank as another opportunity for investments. Chairman Allmann stated that the Board can approve the name change this evening so everything is in place in the event the Authority does some banking with Lakeland Bank. Mr. Gannon stated that as long as the Board votes the change this evening, there will be no need for a formal resolution. Chairman Allmann entertained a motion to accept Lakeland Bank as an approved investment bank for the Authority. Mrs. Glory made a motion, Mrs. Rickabaugh seconded the motion and it was passed unanimously.

Personnel Committee Report

Mr. Diaz discussed the following action item for Personnel.

- Mr. Diaz discussed one new hire on the agenda this evening, Mr. David Price under the Civil Service Title of Laborer 1 for the Buildings & Grounds, which is an open budgeted position. Mr. Price will start on or about March 13, 2017. The Personnel Committee has reviewed and is recommending approval this evening to hire with salary and benefits.

6. Consent Resolutions:

2017-31 Resolution Granting Preliminary and Tentative Sewer Approval to Empire ATM Group Site Plan, Block 6504, Lots 1 & 11-13, on the Tax Map of the Township of Jackson

Mrs. Blake made a motion to approve Resolution 2017-31. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained.

7. Resolutions Offered:

2017-32 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for February 2017.

Mrs. Blake made a motion to approve Resolution 2017-32. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained on check #23179 from the Operations Account and Mrs. Glory abstained on check #3158 from the Escrow Account.

2017-33 Resolution Authorizing the Award of the Rehabilitation of Well No. 13, Contract No. CT-17023, to Layne Christensen Company, in an Amount Not to Exceed \$134,650.00.

Mr. Porter made a motion to approve Resolution 2017-33. Mrs. Blake seconded the motion and it was passed unanimously.

2017-34 Resolution Authorizing the Award to Repair the Authority's Crane Truck, Contract No. CT-17058, Pursuant to State Contract Nos. T-0126 & T-2761, to Freehold Ford, in an Amount Not to Exceed \$15,007.93.

Mrs. Glory made a motion to approve Resolution 2017-34. Mr. Porter seconded the motion and it was passed unanimously.

2017-35 Resolution Authorizing the Award of The Hartford Long-Term Disability Plan, Contract No. CT-17035, in an Amount Not to Exceed \$15,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2017-35. Mrs. Blake seconded the motion and it was passed unanimously.

2017-36 Resolution Authorizing the Approval of Line Item Adjustments to the 2016 Sewer/Water Operating Budget.

Mrs. Blake made a motion to approve Resolution 2017-36. Mrs. Glory seconded the motion and it was passed unanimously.

2017-37 Resolution Authorizing the Permanent Hire of David Price under the Civil Service Title of Laborer 1.

Mrs. Blake made a motion to approve Resolution 2017-37. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann noted that the next Public Meeting is scheduled for Thursday, March 23, 2017. The Elected Officials Training will take place at 5:00 p.m. prior to the meeting.

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 February 23, 2017 Public Meeting adjourned.

End of Minutes