

Open Session

March 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 March 23, 2017.”

Chairman Allmann requested a roll call.

The March 23, 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 and Executive Director, David Harpell. Also in attendance were Authority Engineer Alan Dittenhofer and Authority Counsel, Michael McKenna.

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 February 23, 2017.

Mrs. Rickabaugh made a motion to approve the Minutes of Open Session Public Meeting of February 23, 2017. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Clayton abstained.

2. 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, as discussed last month, a more involved pine snake survey at the proposed Six Flags Water Treatment Plant has been required by the State. Mr. Harpell stated that the Authority heard from our environmental consultant and they identified mammalian burrows which could be overwintering habitat for the pine snake. The Authority issued an RFP for a pine snake hibernacula emergence survey. Three (3) bid packages were issued and the Authority received two (2) proposals ranging in price from \$15,000.00 to \$19,105.13, from DuBois Environmental Consultants and Herpetological Associates, who both specialize in this type of work. The process is to put silt fence and a trap around the holes and check it once a day to see if something comes out. Mr. Harpell stated that they are going to start next week to

check for activity. Mr. Harpell stated that if it is determined that there is no activity we should be able to go out to bid on the project. The resolution on the agenda this evening is requesting authorization to award the Northern Pine Snake Hibernacula Emergence Survey to DuBois Environmental Consultants, LLC, in an amount not to exceed \$15,000.00.

- Referencing a letter from the Board of Education, Mr. Harpell discussed the lead sampling conducted this week by the BOE. Mr. Harpell stated that seventeen (17) out of two hundred twenty-one (221) samples came up with elevated lead levels, of which nine (9) are from the Goetz Middle School, noting that Goetz Middle School is not on the public water supply. Mr. Harpell noted that eight (8) samples out of the two hundred twenty-one (221) were elevated for lead stemming from what appears to be internal plumbing issues. There is no lead in the water entering the buildings and the Authority will work with the BOE, on these issues. Chairman Allmann noted that many of these taps that were sampled are over twenty (20) years old and not been opened in many years. Mr. Harpell stated that lead solder in the pipes could have also caused high levels of lead, noting there is no way of knowing what plumbing materials were used in the past.
- Last discussed was the Ocean County Engineering Department (County) project on Hyson Road involving a new culvert by Cook Road. The Authority had previously been informed that we will have to relocate some water mains in July for this project. Mr. Harpell received a call on Monday night from the County stating that they received an extension from the NJDEP and are ready to start the work Saturday. Mr. Harpell stated the Authority has worked all week with the County and their contractor, Earle Asphalt, in coming up with a proposal to address the issue at a fairly reasonable price of \$27,930.88 to relocate the water main under the culvert. Earle Asphalt is doing the culvert for the County and the in stream work must be completed by April 8th. Mr. Harpell noted that bacteriological testing will not be done on Saturday so we would keep the water off for the weekend and test next week as no customers will be affected. Mr. Harpell stated it is important to try and work with the County if we can. Mr. Harpell stated that the Authority is requesting a verbal approval from the Board to proceed with this project and to memorialize the agreement with the County next month. Chairman Allmann stated that the Authority is requesting consent from the Board this evening to move forward with the project. Chairman Allmann asked the Board if there are any questions or concerns and if there should be a vote since the project will be completed before the next meeting. The Board agreed to move ahead with this project and Mr. McKenna stated that a formal vote was not necessary as long as the approval was reflected in the meeting minutes. Chairman Allmann also noted that a valve will be installed and a hose temporarily run between hydrants so not to inconvenience any customers. Mr. Harpell stated that the valve will be installed tomorrow.

Engineering Committee Report

Mr. Quijano was excused from this evening's meeting and there were no action items to discuss from the Engineer's report.

Developer Projects

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

- Resolution Granting Preliminary and Tentative Approval to 3D Rose Warehouse. The applicant, 3D Rose Warehouse, c/o Mrs. Dina Shekhter, is proposing to construct a 10,472 square foot warehouse building on the south side of North County Line Road, west of Bartley Road. The site has an existing warehouse building and office building to remain. The side

contains a total of 7.78 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect into the existing water service currently servicing the office building to provide service to the proposed warehouse. The applicant also proposes to utilize the existing on-site septic system to serve the buildings. We recommended this approval in our March 13, 2017 letter to the Board.

- Resolution Granting Preliminary and Tentative Approval to Sunnybrook Estates. The applicant, Pushkin Estates, LLC, is proposing to construct a sixteen (16) lot major subdivision along Sunnybrook Road and off of Freehold Road. The site contains a total of 48.1 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to service all lots with individual on-site wells and septic systems. We recommended this approval in our March 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

- Mr. Diaz stated due to a correction needed on the December 2016 Cash Management Report, there is a resolution on the agenda this evening requesting approval to ratify the December 2016 Cash Management Report. The correction has been made and the report has been updated.
- Mr. Diaz stated that there are two resolutions on the agenda this evening approving Cash Management Reports for January 2017 and February 2017. Mr. Diaz stated that he is communicating with the banks to obtain better interest rates, knowing that the Feds have increased their rates. Hopefully the higher rates will be reflected in next month's Cash Management Report for March 2017.

The total amount presented on this month's bill list is \$521,617.22 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$25,846.52 for Capital Projects;
2. Escrow Funds in the amount of \$14,057.37 for Developer Work;
3. Revenue General Fund in the amount of \$481,713.33 for Operating Expenses.

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

Mr. Diaz next discussed the resolution on this this month's agenda to transfer One Million Two Hundred Thousand dollars (\$1,200,000.00) from the BNY Mellon General Fund account to the

Parke Bank Capital Reserve account. The transfer is in accordance with the 1996 Bond Covenants and will be used to support the Authority's capital initiatives including 2017.

- Mr. Diaz next discussed the resolution on the agenda this evening authorizing the Cancellation of the Unexpended Capital Balance from Year 2010 in the Amount of \$8,946.79. Mr. Diaz stated that each month, the water/sewer capital budget is reviewed for project completion and availability of funds. A review of the monthly Abbreviated Capital report and the related budgeted projects indicates that it would be appropriate at this time to close out capital year 2010. The total amount of unexpended funds for 2010 is \$8,946.79. Mr. Diaz noted that as in the past, any unexpended funds would remain in the Capital Reserve account held by Parke Bank to help support the Authority's capital initiatives including 2017. Mr. Harpell stated that the Authority hopes to close out a few more years in the upcoming months.
- Mr. Diaz thanked the Board and Executive Director for participating in this year's EPL/POL Training. Mr. Diaz noted that it is a great benefit for the Authority as we are afforded a \$250.00 credit against the Authority's following year premium per participant which based on this year's training totals \$1,750.00. Also noted was that the training is a great overview of what the New Jersey Joint Insurance Fund (JIF) does and the benefit it serves. The JIF also places much emphasis on the importance of safety. Mr. Diaz noted that Mike Janusz is doing a great job in helping with employee safety training, which is a priority at the Authority.

Personnel Committee Report

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

6. Consent Resolutions:

- 2017-38 Resolution Ratifying Cash Management Report for December 2016.
- 2017-39 Resolution Approving Cash Management Report for January 2017.
- 2017-40 Resolution Approving Cash Management Report for February 2017.
- 2017-41 Resolution Granting Preliminary Sewer & Water Approval to 3D Rose Warehouse, Block 8401, Lot 5, on the Tax Map of the Township of Jackson.
- 2017-42 Resolution Granting Preliminary Sewer & Water Approval to Sunnybrook Estates, Block 11501, Lot 7.01, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolution 2017-38 through Resolution 2017-42. Mrs. Blake seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2017-43 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for March 2017.

Mrs. Blake made a motion to approve Resolution 2017-43. Mrs. Clayton seconded the motion and it was passed unanimously. Chairman Allmann abstained on check #23232 and Mrs. Glory abstained on check #23263.

2017-44 Resolution Authorizing the Award of the Northern Pine Snake Hibernacula Emergence Survey, Contract CT-17059, Via a Fair and Open Process, to DuBois Environmental Consultants, LLC, in an Amount Not to Exceed \$15,000.00.

Mr. Clayton made a motion to approve Resolution 2017-44. Mrs. Glory seconded the motion and it was passed unanimously.

2017-45 Resolution Authorizing the Transfer and Restriction of Authority Funds.

Mrs. Rickabaugh made a motion to approve Resolution 2017-45. Mr. Blake seconded the motion and it was passed unanimously.

2017-46 Resolution Authorizing the Cancellation of the Unexpended Capital Balance from Year 2010 in the Amount of \$8,946.79.

Mrs. Blake made a motion to approve Resolution 2017-46. Mrs. Glory seconded the motion and it was passed unanimously.

At this time, with regard to the pine snake survey, Mr. Cordts questioned what the next step would be if snakes are found at this site. Mr. Harpell stated that if something is found we may be asked to create a habitat so they could overwinter on the site. Mr. Harpell stated that on a positive note, the consultants observed evidence of raccoons which are pine snake predators and might be keeping them away.

Mr. Cordts next referenced the sampling done by the Board of Education and questioned if the lead samples were taken at water coolers. Mr. Harpell responded that every single fixture in the school had to be tested. Mr. Cordts stated that the fixtures have the lead components adding to the levels, noting filters could be looked at instead of changing hundreds of feet of pipe. Mr. Harpell agreed that any lead is coming from the fixtures not where water enters the school. Mr. Harpell noted that the Board of Education is handling this issue very proactively in that they are changing any fixtures and/or plumbing that showed elevated levels and we are also hoping to connect the Goetz School to the public supply in a few years.

At approximately 5:47 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2017-47. Mrs. Glory seconded the motion and it was passed unanimously.

Based on a motion made in closed session, at approximately 5:55 p.m., the open session resumed of the March 23, 2017 Public Meeting.

Chairman Allmann noted that the next public meeting will take place April 27, 2017.

8. Other Matters

With no further matters to discuss, Mrs. Clayton made a motion to adjourn. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the March 23, 2017 Public Meeting adjourned.

End of Minutes