

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
August 24, 2017
5:30 PM

The Public Meeting of August 24, 2017 was called to order by William Allmann, Chairman

PLEDGE OF ALLEGIANCE – Chairman Allmann led the Commissioners in the Pledge of Allegiance

The Open Public Meetings Act notice was read into the record by Joan Haltigan, Executive Assistant.

ROLL CALL OF THE BOARD OF COMMISSIONERS:

William Allmann, Chairman	Present
Carol Blake, Secretary	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

PROFESSIONALS:

Attorney – William Hierung, Esq.	Present
Consulting Engineer – Alan Dittenhofer, PE	Present

AUTHORITY STAFF:

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Present
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Open Session Public Meeting of July 27, 2017

Moved:	Commissioner Rickabaugh
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	None

QUESTIONS/COMMENTS FROM THE PUBLIC:

At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

Mr. Harpell reviewed the following items from the Executive Director's report.

DESTRUCTION OF RECORDS – The Authority has 130.25 boxes of old records which have been approved for destruction by the Department of Treasury. The records include recordings of previous public meetings that have been transcribed. If there are no objections and if so approved this evening, the Authority will obtain quotes to shred the records.

REVERSE AUCTION FOR ELECTRICITY – The Authority participated in a reverse auction today for electricity, however, the rates did not come in favorable. We expected approximately \$0.075/kWh and the rates came in at \$0.081/kWh. EMEX recommended that the Authority hold off until next month, noting there was a storm in the Gulf today that could be enough to raise rates. By recommendation of EMEX and the staff, the Authority will look to rebid next month before the September 28th Public Meeting.

MANHATTAN STREET COMPLEX IMPROVEMENTS – The Tender and Release Agreement has been signed by all parties and the Authority received a check in the amount of \$853,612.00 from Selective. Eagle Construction has begun work and everything is going well.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano stated that there are no action items for capital projects this evening.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER & WATER APPROVAL TO HIGHVIEW LARSEN ROAD, BLOCK 1203, LOT 29 – The applicant, Highview Homes, is proposing to construct a 216 unit multi-family residential garden apartment complex consisting of seven (7) apartment buildings and one (1) clubhouse at the intersection of New Prospect Road and Larsen Road in the southeast corner. The site contains a total of 38.78 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect to the existing water mains in Larsen Road and New Prospect Road and connect to the sewer in Larsen Road to service the buildings. We recommended this approval in our August 22, 2017 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None

ADMINISTRATIVE COMMITTEE REPORT:

None

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

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

FINANCE COMMITTEE REPORT:

BILL LIST - \$613,235.82 to be drawn from the following funds:

- | | | | |
|-------------------------|------|------------|----------------------|
| 1. Capital Reserve Fund | - \$ | 154,460.51 | (Capital Projects) |
| 2. Escrow Funds | - \$ | 9,001.93 | (Developer Work) |
| 3. Revenue General Fund | - \$ | 449,773.38 | (Operating Expenses) |

The operating expense includes \$200,000.00 for funding the payroll account.

RESOLUTION AUTHORIZING AWARD OF THE PURCHASE AND INSTALLATION OF THE LONDON DRIVE CONVAULT ABOVE GROUND DIESEL STORAGE TANK, CONTRACT NOS. CT-17073 & CT-17074, PURSUANT TO STATE CONTRACT NOS. A42261 & A42269, IN A COMBINED AMOUNT NOT TO EXCEED \$35,217.05 – Mr. Diaz noted the Authority was afforded the opportunity to file some projects under the Hazard Mitigation Grant Program following Superstorm Sandy. To date, the Authority has purchased one (1) Portable Bypass Pump and two (2) Portable Generators. The 2,000 gallon Above Ground Diesel Convault Storage Tank is one of the additional items that is being afforded. The resolution being presented this evening is a two part contract, including the purchase of the tank from E.O. Habegger, under State Contract, in the amount of \$20,234.05 and installation by A & J Construction, also State Contract, in the amount of \$14,983.00, for a total purchase and installation in the amount not to exceed \$35,217.05. Mr. Diaz noted that since this is part of the Hazard Mitigation Grant Program, the Authority will be refunded 90% under the program. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF ELECTRICAL WORK, UNDER CONTRACT NO. CT-17072, PURSUANT TO OCEAN COUNTY COOPERATIVE CONTRACT PRICING SYSTEM, CONTRACT NO. B2015-157, TO GARY KUBIAK & SON ELECTRIC, INC., IN AN AMOUNT NOT TO EXCEED \$7,948.00 – This award is for some electrical repairs needed at Wells 1, 3, 11 and at the Westlake Village Pump Station. The Authority is utilizing the Ocean County Cooperative Contract Pricing System and received a quote from the company of Gary Kubiak & Son Electric, Inc. in an amount not to exceed \$7,948.00. The Finance Committee has reviewed and is recommending approval this evening.

PERSONNEL REPORT:

PROMOTION – There is one (1) promotion on the agenda this evening for Mr. Robert Smith, who currently holds the Civil Service Commission (CSC) title of Water Treatment Plant Operator. Mr. Smith is being recommended by his Supervisor for a promotion to the CSC title of Senior Water Treatment Plant Operator. Mr. Smith has attained the work experience and his W-2 License that affords him this promotion. The Personnel Committee has reviewed this promotion and is recommending approval this evening. Mr. Harpell noted that Mr. Smith was last promoted in 2008 and when Mr. Ed Mogila, the Authority’s Superintendent, created the new criteria for Senior Operator, Mr. Smith was a person who he was thinking of for this title. Mr. Smith went back to school and attained his W-2 License and the Authority is very proud of his accomplishments.

CONSENT RESOLUTIONS:

- | | |
|---------|---|
| 2017-82 | Resolution Authorizing Cash Management Report for July 2017 |
| 2017-83 | Resolution Granting Preliminary Sewer & Water Approval to Highview Larsen Road, Block 1203, Lot 29, on the Tax Map of the Township of Jackson |

Moved: Commissioner Blake
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

2017-84 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for August 2017

Moved: Commissioner Clayton
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: Commissioner Glory abstained on checks #3220, #3221 and #3230 and Commissioner Rickabaugh abstained on check #23731

2017-85 Resolution Authorizing Award of Electrical Work, Under Contract No. CT-17072, Pursuant to Ocean County Cooperative Contract Pricing System, Contract No. B2015-157, to Gary Kubiak & Son Electric, Inc., in an Amount Not to Exceed \$7,948.00

Moved: Commissioner Clayton
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

2017-86 Resolution Authorizing Award of the Purchase and Installation of the London Drive Convault Above Ground Diesel Storage Tank, Contract Nos. CT-17073 & CT-17074, Pursuant to State Contract Nos. A42261 & A42269, in a Combined Amount Not to Exceed \$35,217.05

Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

2017-87 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement

Moved: Commissioner Glory
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

2017-88 Resolution Authorizing the Promotion of Robert Smith to the Civil Service Title of Senior Water Treatment Plant Operator

Moved: Commissioner Rickabaugh
Second: Commissioner Glory
Vote: Unanimous
Abstain: None

There was no closed session

Chairman Allmann noted that the next public meeting will take place September 28, 2017.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the August 24, 2017 Public Meeting adjourned.

End of Minutes