

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**February 22, 2018**  
**5:30 PM**

The Public Meeting of February 22, 2018 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	Excused
Geneva Clayton, Asst. Secretary/Treasurer	Excused
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – Michael McKenna, Esq.	Present
Consulting Engineer – Alan Dittenhofer, PE	Present

**AUTHORITY STAFF:**

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

**QUESTIONS/COMMENTS FROM THE PUBLIC:** At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

Approval of the Minutes of the Open Session Public Meeting of January 25, 2018

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

Approval of the Minutes of the Open Session Reorganization Meeting of February 1, 2018

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

## **REPORTS:**

### **EXECUTIVE DIRECTOR'S REPORT:**

On behalf of Mr. Harpell, Mr. Diaz reviewed the following items from the Executive Director's report.

**RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO WATER SERVICE AGREEMENT WITH SIX FLAGS GREAT ADVENTURE** – the Authority received the signed amendment and can proceed this evening with the authorizing resolution, as well as the award for the Six Flags Great Adventure Water Treatment Plant replacement project of which will be covered under the Engineering Report segment.

**RESOLUTION ADOPTING THE HOMESERVE USA CHARITABLE DONATION POLICY** - The Public Relations Committee met last month and finalized a policy for the charitable donations and how the Authority would select recipients for 2018 and going forward. The resolution being presented this evening will formalize the policy. Once formalized, the policy, as well as an application, will be posted on the Authority's website for those that are interested.

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reviewed the following items from the Engineering Report.

**RESOLUTION AUTHORIZING AWARD OF THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-16096, NEW JERSEY INFRASTRUCTURE BANK, PROJECT NO. 1511001-013, TO COPPOLA SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$13,538,890.00** – the Authority advertised and solicited bids for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16096 on November 3, 2017. Eight (8) bids were received and publicly opened on January 17, 2018 at 2:00 p.m. Bids ranged in the base bid plus contingency amounts and allowance payment items, from a low of \$10,440,294.13 to a high of \$17,440,357.00. The lowest bidder, Eagle Construction requested that their bid be withdrawn due to a mistake on their part. The Authority authorized the withdrawal of Eagle Construction in January. Based on the review by the Special Projects Engineer, Legal Counsel, the Engineering Committee and staff, we are recommending and requesting approval this evening to award to Coppola Services, Inc., the second lowest bidder, in an amount not to exceed \$13,538,890.00.

**RESOLUTION AUTHORIZING AWARD OF THE WESTERN WATER MAIN EXTENSION, CONTRACT NO. CT-16095, NEW JERSEY INFRASTRUCTURE BANK, PROJECT NO. 1511001-012, TO P&A CONSTRUCTION, INC., IN AN AMOUNT NOT TO EXCEED \$5,497,343.35** – the Authority advertised and solicited bids for the Western Water Main Extension, Contract No. CT-16095 on December 1, 2017. Twenty (20) bids were received and publicly opened on January 18, 2018 at 2:00 p.m. Bids ranged in the base bid plus contingency amounts and allowance payment items, from a low of \$5,497,343.35 to a high of \$11,511,735.00. Based on the review by the Special Projects Engineer, Legal Counsel, the Engineering Committee and staff, we are recommending and requesting approval this evening to award to P&A Construction, Inc., in an amount not to exceed \$5,497,343.35.

**RESOLUTION AUTHORIZING AWARD OF THE REHABILITATION OF WELL NO. 9, CONTRACT NO. CT-18080, TO A.C. SCHULTES, IN AN AMOUNT NOT TO EXCEED \$179,200.00** – the Authority’s Well No. 9 production well is in need of repair due to the fact that the pump broke inside the well. The Authority advertised and solicited bids, in order to repair the well prior to Memorial Day, for the Rehabilitation of Well No. 9, Contract No. CT-18080 on February 2, 2018. Two (2) bids were received and publicly opened on February 15, 2018 at 2:00 p.m. in an amount ranging from a low of \$179,200.00 to a high of \$208,100.00. The Engineering Committee and staff are recommending and requesting award to A.C. Schultes, in an amount not to exceed \$179,200.00.

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE NORTH COOKS ROAD DUAL 16-INCH SEWER DIRECTIONAL DRILL, CONTRACT NO. CT-16097, WITH MONTANA CONSTRUCTION** – Montana Construction has fulfilled their contractual obligations and has submitted the required contract closeout documents for the above referenced project. The documents have been reviewed and found to be in compliance. We are recommending that the contract be closed, in the adjusted contract amount of \$1,163,903.17.

**RESOLUTION AUTHORIZING THE TEMPORARY MENTORING OF MADISON JESKI AS A JACKSON SCHOOL DISTRICT SCIENCE, TECHNOLOGY, ENGINEERING, MATH (S.T.E.M.) UNPAID HIGH SCHOOL INTERN IN THE ENGINEERING DEPARTMENT** – the Authority accepted an unpaid intern last summer as a student from the Science, Technology, Engineering Math (S.T.E.M.) Program. The Jackson District sends students who are interested in the field of engineering. It was noted that last year’s student was accepted to Stevens Institute of Technology. The District requested that we mentor another student this year and after interviewing a prospective candidate, the Authority’s staff believes Madison Jeski possesses the requisite qualifications for an intern position in the Engineering Department. The mentoring internship would begin on or about March 1, 2018 and would conclude on or about June 30, 2018. It was noted that the District is also requesting a student intern for the summer session.

**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 AND WATER APPROVAL TO PINE VIEW MAJOR SUBDIVISION, BLOCK 19403, LOT 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Mordechai Finkelstein, is proposing to construct a forty-one (41) unit residential subdivision on Grawtown Road towards the western end. The site contains a total of 24.6 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect to a 12” water main on Grawtown Road that’s being installed by others and loop throughout the roads in the subdivision to service the dwellings. The applicant also proposes a temporary pump station to handle the sanitary sewer that will pump out to the existing 8” force main located on Grawtown Road. We recommended this approval in our February 13, 2018 letter to the Board. Chairman Allmann noted that the applicant will need additional services but preliminary approval is necessary at this time in order to get to the next step. Tentative and final approval will be required.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

None

**ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:**

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

**FINANCE COMMITTEE REPORT:**

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR FEBRUARY 2018** – The February Bill List has been submitted for approval in the total amount of \$1,475,016.60. The Finance Committee has reviewed and is recommending approval.

**RESOLUTION AUTHORIZING THE APPROVAL OF LINE ITEM ADJUSTMENTS TO THE 2017 SEWER/WATER OPERATING BUDGET** – the Authority reviews budget line items annually where there 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. The line item adjustments would not cause an increase/decrease in the 2017 operating expense but rather clean up the individual line items. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION RATIFYING THE AWARD TO REPAIR AND REBUILD THE DRIVE UNIT AT THE MAPLE GLEN MOBILE HOME PARK WASTEWATER TREATMENT PLANT, CONTRACT NO. CT-18081, TO G.M.H. ASSOCIATES OF AMERICA, INC., IN AN AMOUNT NOT TO EXCEED \$13,758.97** – There was an immediate repair needed on the Drive Unit of the Maple Glen Mobile Home Park Wastewater Treatment Plant (Plant) in January 2017. It was noted that the Drive Unit is out of warranty. The Unit Drive is essential for the operation of the Plant. The Authority received a quote from G.M.H. Associates of America, Inc., for time and material to complete the repair. It was noted that G.M.H. Associates of America, Inc., replaced the Drive Unit at the Plant in 2015. The resolution being presented this evening is to ratify the award of the repair to G.M.H. Associates of America, Inc., Contract No. CT-18081, in an amount not to exceed \$13,758.97. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDERS FOR VARIOUS CONTRACTS FOR YEAR 2017, IN THE TOTAL DECREASED AMOUNT OF <\$231,248.63>** - There are sixteen (16) 2017 Operating/Capital contract closeouts being presented under one resolution this month in an effort to finalize quantities and release of encumbered funds. This is an internal function to formalize closing out the annual contracts. The combined original contract total was \$610,780.36, with a net total decrease of \$231,248.63 for an adjusted contract total of \$379,531.73. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AMENDMENT OF THE AUTHORITY'S SALARY GUIDE** – The Authority's Salary Guide and Eligibility Requirements were last adopted June 2017. There have been some recommended changes and the Authority believes it is appropriate to amend the Authority's current Salary Guide. The maximum ends of the ranges

are adjusted annually utilizing the December's Consumer Price Index Urban Wage Earners and Clerical Workers (CPI-W) and there were some minor changes made on the current Salary Guide which requires approval by resolution. The Finance and Personnel Committee have reviewed and are recommending approval this evening.

**RESOLUTION AUTHORIZING AMENDMENT OF A THIRTY-SIX (36) MONTH POSTAGE MACHINE LEASE AGREEMENT, CONTRACT NO. CT-18075, TO GREATAMERICA FINANCIAL SERVICES, IN AN AMOUNT NOT TO EXCEED \$5,340.24** – The Authority awarded a thirty-six (36) month postage machine lease agreement to FP Mailing Solutions (FP), by Resolution 2017-128, effective January 1, 2018, in an amount not to exceed \$5,340.24. FP verified with the Authority that the actual leasing company of which the contract should be under is GreatAmerica Financial Services. The resolution being presented this evening is to amend Contract CT-18075 to reflect the change. All other aspects of the contract will remain the same. The Finance Committee has reviewed and is recommending approval this evening.

**PERSONNEL REPORT:**

**PROMOTIONS** – There are three (3) promotions on the agenda this evening for the following employees: Carolyn Mauro from the Civil Service Commission title of Executive Assistant to Supervising Administrative Analyst, Michelle McGuigan from the Civil Service Commission title of Laborer 1 to Meter Worker 1 and Sana Siddiqui from the Civil Service Commission title of Senior Account Clerk to Principal Account Clerk.

These promotions have been recommended by their respective Supervisors. The Personnel Committee has reviewed and is recommending approval this evening.

**CONSENT RESOLUTIONS:**

2018-35 Resolution Granting Preliminary Sewer and Water Approval to Pine View Major Subdivision, Block 19403, Lot 4, on the Tax Map of the Township of Jackson

2018-36 Resolution Authorizing Amendment No. 1 to the Water Service Agreement with Six Flags Theme Park, Inc., Block 3101, Lot 11, on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

2018-37 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for February 2018

Moved: Commissioner Porter  
Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on check #24326 and Commissioner Rickabaugh abstained on check #24283

- 2018-38 Resolution Authorizing Award of the Western Water Main Extension, Contract No. CT-16095, New Jersey Infrastructure Bank, Project No. 1511001-012, to P&A Construction, Inc., in an Amount Not to Exceed \$5,497,343.35
- Moved: Commissioner Glory  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2018-39 Resolution Authorizing Award of the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16096, New Jersey Infrastructure Bank, Project No. 1511001-013, to Coppola Services, Inc., in an Amount Not to Exceed \$13,538,890.00
- Moved: Commissioner Rickabaugh  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2018-40 Resolution Authorizing Award of the Rehabilitation of Well No. 9, Contract No. CT-18080, to A.C. Schultes, in an Amount Not to Exceed \$179,200.00
- Moved: Commissioner Glory  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: None
- 2018-41 Resolution Authorizing the Release of the Performance Bond and Closeout of the North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill, Contract No. CT-16097, with Montana Construction
- Moved: Commissioner Porter  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2018-42 Resolution Ratifying the Award to Repair and Rebuild the Drive Unit at the Maple Glen Mobile Home Park Wastewater Treatment Plant, Contract No. CT-18081, to G.M.H. Associates of America, Inc., in an Amount Not to Exceed \$13,758.97
- Moved: Commissioner Rickabaugh  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2018-43 Resolution Authorizing Final Quantities Change Orders for Various Contracts for Year 2017, in the Total Decreased Amount of <\$231,248.63>
- Moved: Commissioner Glory  
 Second: Commissioner Porter

Vote: Unanimous  
Abstain: None

2018-44 Resolution Authorizing Amendment of the Authority's Salary Guide

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

2018-45 Resolution Adopting the HomeServe USA Charitable Donation Policy

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

2016-46 Resolution Authorizing Amendment of a Thirty-Six (36) Month Postage Machine Lease Agreement, Contract No. CT-18075, to GreatAmerica Financial Services, in an Amount Not to Exceed \$5,340.24

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

2018-47 Resolution Authorizing the Approval of Line Item Adjustments to the 2017 Sewer/Water Operating Budget

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

2018-48 Resolution Authorizing the Promotion of Carolyn Mauro to the Civil Service Title of Supervising Administrative Analyst

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

2018-49 Resolution Authorizing the Promotion of Michelle McGuigan to the Civil Service Title of Meter Worker 1

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

2018-50 Resolution Authorizing the Promotion of Sana Siddiqui to the Civil Service Title of Principal Account Clerk

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

2018-51 Resolution Authorizing the Temporary Mentoring of Madison Jeski as a Jackson School District Science, Technology, Engineering, Math (S.T.E.M.) Unpaid High School Intern in the Engineering Department

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place March 22, 2018 at 5:30 PM. There will be a training session at 5:00 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Porter seconded the motion and it was passed unanimously. Chairman Allmann declared the February 22, 2018 Public Meeting adjourned.

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End of Minutes