

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
September 27, 2018
5:30 PM

The Public Meeting of September 27, 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	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
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	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 August 23, 2018

Moved:	Commissioner Blake
Second:	Commissioner Clayton
Vote:	Unanimous
Abstain:	Commissioner Glory

QUESTIONS/COMMENTS FROM THE PUBLIC: Present from the public was Mr. Steve Fostek residing at 427 Cook Road in Jackson. Mr. Fostek was present this evening to discuss the possibility of running a sewer line down Cook Road. He briefly discussed a meeting which took place at the Authority several years ago with regard to residents on Cook Road connecting to water and sewer. Some of the residents did connect to water but the sewer line was never run down Cook Road. The Authority explained that there were not enough residents interested in connecting to make the sewer project cost-effective. Mr. Fostek chose not to connect to water at that time since he wanted to wait until sewer became available on Cook Road. Mr. Fostek stated that there are some residents now interested in connecting to sewer. Mr. Harpell stated that it is expensive to extend the sewer but the Authority can certainly evaluate this further. Chairman Allmann stated that the Authority looks at the cost and possible connection fees associated with such a project for the budgeting process. The Authority will follow-up with Mr. Fostek with regard to the costs and the potential connections in order to determine if

this would be feasible. 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

Mr. Harpell noted that the Association of Environmental Authorities' Fall Conference will be held on November 13-14, 2018. More details on the agenda will be forwarded when it becomes available.

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR THE INSPECTION AND EVALUATION OF FIVE (5) WATER STORAGE TANKS, CONTRACT NO. CT-18095, TO MUMFORD-BJORKMAN ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$12,500.00 – The Authority inspects our water storage tanks every five (5) years and this includes an external visual inspection and an internal robotic inspection. It was noted that painting water tanks is very expensive, therefore, inspecting the tanks regularly is recommended. Mumford-Bjorkman Associates, Inc., specializes in tank inspections and they provided the Authority with a \$12,500.00 quote for the five (5) tanks to be inspected. The Engineering Committee has reviewed and is recommending approval of award this evening to Mumford-Bjorkman Associates, Inc. to inspect and evaluate five (5) tanks in an amount not to exceed \$12,500.00. If approved, the Authority will be scheduling the inspections for October 2018.

RESOLUTION AUTHORIZING THE EXECUTION OF A FIVE-YEAR CONTRACT WITH THE PRINCIPAL ENGINEER – Mr. Quijano's contract is expiring in October and the Authority would like to recommend him for a five (5) year extension. Mr. Harpell stated that Mr. Quijano has done a wonderful job with the infrastructure improvements being undertaken in Jackson and he represents the Authority very well. The Personnel Committee has reviewed and is recommending approval this evening.

ENGINEERING COMMITTEE REPORT:

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

RESOLUTION AUTHORIZING AWARD OF THE WATER/SEWER EMERGENCY REPAIRS & SERVICE WORK, CONTRACT NO. CT-18092, AUTHORIZING AWARD TO J.F. KIELY CONSTRUCTION COMPANY, IN AN AMOUNT NOT TO EXCEED \$388,530.00 – The Authority advertised the bid for the Water/Sewer Emergency Repairs & Service Work in the Asbury Park Press on Wednesday, August 29, 2018. The bid included an alternate bid item for the installation of 50 cleanouts. Five (5) bids were received and publicly opened on September 18, 2018 at 2:00 pm. The bids ranged from a low base bid plus alternate bid of \$388,530.00 to a high of \$892,450.00. Mr. Quijano noted that some of the bids came in high because of the cost of the cleanouts. The Authority's staff and counsel have reviewed the bids and the Engineering Committee is recommending award to J.F. Kiely Construction Company in an amount not to exceed \$388,530.00. It was also noted that J.F. Kiely has been the Authority's Emergency Repairs and Service Work Contractor for the last four (4) years and have done a great job with a good response record. The proposed award also includes the option to extend the contract for up to two (2) additional years with Board approval.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 FOR WELL NO. 9 REHABILITATION, CONTRACT CT-18080, WITH A.C. SCHULTES, INC., IN THE DECREASED AMOUNT OF <\$66,700.00> - The Authority's staff is recommending the Final Quantities Change Order No. 1 for the Well No. 9 Rehabilitation, resulting in a decrease in the contract by <\$66,700.00>. The contractor has submitted the required documents. This changes the original contract amount from \$179,200.00 to a decreased contract amount of \$112,500.00. It was noted that when doing a well rehabilitation, the contractor does not know the scope of the work until the well is opened, therefore, allowances are included in the initial contract which may not be needed, resulting in a decrease in the contract amount. The Engineering Committee is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT UPDATING THE WATER SYSTEM MASTER PLAN/ASSET MANAGEMENT PLAN, CONTRACT NO. CT-18096, TO O'BRIEN & GERE ENGINEERS, INC., IN AN AMOUNT NOT TO EXCEED \$62,283.00 – The Authority needs to update/prepare a Water Master Plan/Asset Management Plan that includes recommendations on Source Development, Water Treatment, Water Storage and Transmission as well as recommended system improvements. The Water System Master Plan was last updated in 2009 and there has been infrastructure added to the distribution system since that time. Part of the Water System Master Plan is to look at the model of the system to plan for the future. Additionally, the Authority needs to fully comply with the Asset Management provisions of the Water Quality Accountability Act at N.J.S.A. 58:31 et seq., with a plan implementation deadline of April 2019. Three (3) Request for Proposals (RFP) for the Water System Master Plan/Asset Management Plan were solicited and two (2) were received and publicly opened on September 6, 2018 at 1:00 pm ranging from a low of \$54,950.00 to a high of \$62,283.00. However, the Authority requested clarification on certain items in the proposals and the low bidder presented additional costs which brought their bid to \$63,890.00. The Engineering Committee is recommending award this evening to O'Brien & Gere Engineers, Inc., in an amount not to exceed \$62,283.00.

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR THE DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE HORIZONTAL DIRECTIONAL DRILL FOR THE GRAWTOWN ROAD BRIDGE REPLACEMENT, CONTRACT NO. CT-18094, TO REMINGTON & VERNICK ENGINEERS, IN AN AMOUNT NOT TO EXCEED \$33,280.00 – The County of Ocean is planning to start construction of the Grawtown Road Bridge Replacement on or about July 1, 2019 and the Authority's 8-inch sewer force main will have to be relocated prior to that date. The Authority requires an engineer to design and prepare public bid documents for the new Horizontal Directional Drill, including the abandonment of the existing sewer force main so that the construction may begin as soon as May 1, 2019. The engineer shall also provide construction management services for the project. Two (2) proposals were received and publicly opened on Thursday, September 6, 2018 at 2:00 pm, ranging from a low of \$33,280.00 to a high of \$84,360.00. The Engineering Committee is recommending award to Remington & Vernick Engineers, in an amount not to exceed \$33,280.00.

RESOLUTION AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR ADDITIONAL GEOTECHNICAL ENGINEERING SERVICES FOR SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-18087, TO FRENCH & PARRELLO ASSOCIATES, PA, IN AN AMOUNT NOT TO EXCEED \$7,950.00 - The Authority is in need of additional geotechnical engineering services for the Six Flags Great Adventure Water Treatment Plant Replacement. French & Parrello Associates, PA, was previously retained by the Authority to

complete a geotechnical investigation to see if the foundation system could be reduced in scope for the backwash and sludge tanks. The results of the original study were very positive but these results need to be confirmed with a further investigation. The Authority received one proposal in the amount of \$7,950.00. The Engineering Committee has reviewed and is recommending award to French & Parrello Associates, PA, in an amount not to exceed \$7,950.00, for the additional geotechnical engineering services.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO OLIVERIE FUNERAL HOME, BLOCK 14801, LOT 5.02, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, MIB Properties, is proposing to construct a 19,770 two-story funeral home facility on the east side of Cooks Bridge Road, south of Manhattan Street. The site contains a total of 6.057 acres. The applicant is applying for Final Sewer and Water Approval at this time. The applicant proposes to connect to an existing manhole on the north side of the property and extend approximately 194 LF of 8" PVC sewer main on site with a lateral to service the building. The applicant also proposes to connect to an existing gate valve on the north side of the property that was installed under a previous project and loop a 6" DIP water main to the site. We recommended this approval in our September 17, 2018 letter to the Board. Commissioner Glory noted that the project was on hold and involved in a lawsuit and inquired if this approval means the project is moving forward. Chairman Allmann noted that this is probably a step needed to get the maps signed.

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO WHITESVILLE COMMONS, BLOCK 22301, LOTS 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – the applicant, Whitesville Commons Partners, LLC, is proposing to construct an office park consisting of 96,000 SF of office space located in six (6) buildings on the west side of Whitesville Road, south of South Hope Chapel Road. The applicant is applying for Final Sewer and Water Approval at this time. The applicant proposes to connect to the existing water main located in Whitesville Road and install 8" DIP water main through the site to service the buildings. Building 1 will be serviced with a direct tap to the main. The applicant also proposes to service the site with a gravity collection sewer system that will convey wastewater from four (4) of the buildings to an on-site pump station. The pump station will pump the wastewater to the front of the property and connect to the existing main on Whitesville Road. Building 1 will be a direct tap of the existing main, and Building 2 will connect to the proposed gravity portion out to Whitesville Road. We recommended this approval in our September 17, 2018 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

The Public Relations Committee met last month and discussed some ideas for Jackson Day 2018.

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 SEPTEMBER 2018 – The September Bill List presented this month for approval totals \$1,725,204.96. The total amount includes \$225,000.00 for funding the payroll account. The majority of the funds will be coming from the New Jersey Environmental Infrastructure Financing Program (NJEIFP) which are the three (3) large infrastructure projects which are on-going. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 AND CLOSEOUT OF WATER METER CONVERSION PROGRAM, CONTRACT NO. CT-17065 WITH LENEGAN PLUMBING & HEATING, LLC, IN THE DECREASED AMOUNT OF <\$38,173.00> - The Authority authorized an award in 2017 for the Water Meter Conversion Program under JTMUA Contract No. CT-17065 to Lenegan Plumbing & Heating, LLC (Lenegan), in an amount not to exceed \$459,031.00. Lenegan has completed the work and has submitted the required closeout documents for this project and is requesting performance bond release. The Final Quantities Change Order No. 1 document relative to the contract has been reviewed resulting in a decreased amount of <\$38,173.00> changing the original award from \$459,031.00 to \$420,858.00. The Finance Committee is recommending authorization this evening to closeout the contract with Lenegan and the performance bond be released upon acceptance of the required two-year maintenance bond in the amount of \$210,429.00. It was noted that the majority of the Authority’s meters are now more efficient with radio capabilities.

PERSONNEL REPORT:

NEW HIRE – There is one (1) new hire on the agenda this evening for Mr. Jeffrey Mogila, under the Civil Service Commission title of Account Clerk, under a Non-Union Contract, in the Purchasing Department. There are two open budgeted positions in the Purchasing Department and this new hire fills one of those positions. Mr. Mogila would start on or about October 22, 2018. The Personnel Committee has reviewed and is recommending approval this evening.

PROMOTIONS – There are two (2) promotions on the agenda this evening for the following: Ryan Haviland and Daniel Ericksen, both from the Civil Service Commission title of Water Repairer 1 to Sewer Repairer 1/Water Repairer 1 in the Operations Department. Both have met the requirements for these promotions have been recommended by their respective Supervisors. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2018-115 Resolution Accepting Cash Management Report for August 2018
- 2018-116 Resolution Granting Final Sewer and Water Approval to Oliverie Funeral Home, Block 14801, Lot 5.02, on the Tax Map of the Township of Jackson

2018-117 Resolution Granting Final Sewer and Water Approval to Whitesville Commons, Block 22301, Lots 3 and 4, on the Tax Map of the Township of Jackson

Moved: Commissioner Rickabaugh

Second: Commissioner Clayton

Vote: Unanimous

Abstain: Commissioner Blake abstained on Resolution 2018-116

RESOLUTIONS OFFERED:

2018-118 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for September 2018

Moved: Commissioner Clayton

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: Commissioner Rickabaugh abstained on Check #24904

2018-119 Resolution Authorizing Final Quantities Change Order No. 1 for Well No. 9 Rehabilitation, Contract No. CT-18080, with A.C. Schultes, Inc., in the Decreased Amount of <\$66,700.00>.

Moved: Commissioner Blake

Second: Commissioner Glory

Vote: Unanimous

Abstain: None

2018-120 Resolution Authorizing Final Quantities Change Order No. 1 and Closeout of Water Meter Conversion Program, Contract No. CT-17065 with Lenegan Plumbing & Heating, LLC, in the Decreased Amount of <\$38,173.00>.

Moved: Commissioner Glory

Second: Commissioner Blake

Vote: Unanimous

Abstain: None

2018-121 Resolution Authorizing Award of a Fair and Open Contract for Additional Geotechnical Engineering Services for Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-18087, to French & Parrello Associates, PA, in an Amount Not to Exceed \$7,950.00

Moved: Commissioner Blake

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: None

2018-122 Resolution Authorizing Award of a Fair and Open Contract for Design and Construction Management Services for the Horizontal Directional Drill for the Grawtown Road Bridge Replacement, Contract No. CT-18094, to Remington & Vernick Engineers, in an Amount Not to Exceed \$33,280.00

Moved: Commissioner Glory

Second: Commissioner Clayton
Vote: Unanimous
Abstain: None

2018-123 Resolution Authorizing Award of the Water/Sewer Emergency Repairs & Service Work, Contract No. CT-18092, to J.F. Kiely Construction Company, in an Amount Not to Exceed \$388,530.00

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

2018-124 Resolution Authorizing Award of a Fair and Open Contract Updating the Water System Master Plan/Asset Management Plan, Contract No. CT-18096, to O'Brien & Gere Engineers, Inc., in an Amount Not to Exceed \$62,283.00

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

2018-125 Resolution Authorizing Award of a Fair and Open Contract for the Inspection and Evaluation of Five (5) Water Storage Tanks, Contract No. CT-18095, to Mumford-Bjorkman Associates, Inc., in an Amount Not to Exceed \$12,500.00

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

2018-126 Resolution Authorizing the Permanent Hire of Jeffrey Mogila under the Civil Service Title of Account Clerk

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

2018-127 Resolution Authorizing the Promotion of Ryan Haviland to the Civil Service Title of Sewer Repairer 1/Water Repairer 1

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

2018-128 Resolution Authorizing the Promotion of Daniel Ericksen to the Civil Service Title of Sewer Repairer 1/Water Repairer 1

Moved: Commissioner Rickabaugh

Second: Commissioner Clayton
Vote: Unanimous
Abstain: None

2018-129 Resolution Authorizing the Execution of a Five-Year Contract with the Principal Engineer

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place October 18, 2018 at 5:30 PM.

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 September 27, 2018 Public Meeting adjourned.

End of Minutes