

3/25/10

Chairman Allmann called the meeting to order.

Flag Salute

Administrative Assistant read the following statement: "My name is Joan Haltigan, Administrative 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 25, 2010."

Chairman Allmann requested a roll call.

The March 25, 2010 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys, Rickabaugh, Chairman Allmann, Alternate Members Cladek and Lundy, along with the Assistant Executive Director, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer, Jeff Staiger and Authority Counsel, William Hiering. Member Clayton was excused.

As Administrative 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 28, 2010.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public meeting of January 28, 2010. Mrs. Blake seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Reorganization Meeting of February 4, 2010.

Mrs. Blake made a motion to approve the minutes of the Reorganization Meeting of February 4, 2010. Mr. Borys seconded the motion and it was passed unanimously.

3. Questions/Comments from the Public

With no one present from the public, Chairman Allmann closed the public portion of the meeting noting he would reopen is someone should arrive.

4. Review of Executive Director's Report
Engineering Committee Report
Public Relations Committee Report
Administrative Committee Report

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

- Mr. Harpell discussed the proposed Water Service Agreement with Hope Cathedral International, which is a property on 46 Bennetts Mills Road. Hope Cathedral will

make this property a Church, Day Care Facility and a Rectory Office. They are asking for a relief on when they have to connect, due to financial considerations. Hope Cathedral is requesting to incrementally connect the facilities through January 1, 2012. There has been discussion with regard to getting the Day Care Facility on a bit sooner to insure a public supply of water. They have also asked for a five-year payment term on connection fees. Mr. Harpell stated that the connection fees come to a total of \$24,848.75. The Engineering Committee is recommending approval of agreement this evening.

- Mr. Harpell noted that the Authority did not receive the “Freedom Award” which was recommended by Thomas Patrick. However, the Authority did received the “Above and Beyond” Award and there will be a presentation on June 9th in Holmdel at the Vietnam Veterans Memorial. This award is showing that the Authority has supported Thomas through his military career.

Mr. Harpell discussed the following items from the Executive Director’s March report.

- Mr. Harpell stated that CMX, formerly Schoor DePalma, is going out of business and that Birdsall Engineering purchased the Authority’s contracts and hired most of the Water Resources Group so there is really no impact on our operations as long as the Board does not object to Birdsall completing the open projects.
- Mr. Harpell noted that the Transport Workers Union Contract would be postponed until April. The Union did not have a chance to vote and will be meeting on April 1st. The Authority will present the new contract at the April Public Meeting.
- It was noted that Spring Water System Flushing has begun this week. As in past years, the schedule will be posted on the JTMUA Website. Chairman Allmann noted that it was announced recently at the Jackson Township Meeting. Mr. Harpell stated that at the Township’s request, we supplied a slide for their cable channel.
- Mr. Harpell discussed the deed restriction on a portion of 383 Butterfly Road, which is across the street from the Butterfly Bog Campground. The Authority owns a small piece of proper for a booster station for the Legler Interconnect. Since this area is by the Dove Mill Branch of the Toms River, the State has asked the Authority to restrict part of the property from future development. This deed restriction was a condition of getting a flood hazard approval from the State for this project. Mr. Harpell stated, if there were no objections, we would be requesting approval this evening.
- The next item discussed was the memorializing of the transfer of property behind the Authority currently being utilized by Holman Field which needs to go back to the Township. The Township had given the Authority five acres by the New Water Treatment Plant. The boundaries need to be clarified. This was approved in 2007 and the Authority would like to memorialize prior to finalizing deeds with the Township.
- Mr. Harpell discussed the opening of the New Water Treatment Plant, noting there have been a few issues this week. Water was supposed to be run into the system today but there was a slight delay. Mr. Harpell stated that the plant will start running tomorrow and that the Engineering Department has done a phenomenal job with this project. It was noted that the grand opening ceremony would be scheduled for the end of May or early June.

- The last item discussed was the New Jersey American Company water issue reported earlier. New Jersey American is pumping from the Vincentown Aquifer, which is approximately 200 ft deep and is on the Howell/Jackson Border. The Authority awarded O'Brien and Gere Engineers to look at why the yields were reduced from the Vincentown and it turns out New Jersey American has doubled/tripled their pumpage from these wells. The Authority has met with New Jersey American to try to work out an equitable agreement, which did not work out so a formal complaint was submitted to the State. Mr. Harpell has heard from the State and they are working on the issue.

Administrative Committee Report

Mr. Harpell stated that there was no Administrative Committee Meeting this month.

Public Relations Committee Report

Mr. Harpell stated that the Public Relations Committee would meet briefly following the Public Meeting.

Engineering Committee Report

Mr. Quijano discussed the following from the February report.

- Demolition of Ground Storage Tank No. 1, Contract No. C9-84026 Authorizing Closeout and Release of Performance Bond to Brayco, Inc. Mr. Quijano stated that Brayco, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents. The Engineering Committee is recommending closeout of this contract.
- The Authority Staff has been working on Amendments for our current Rules and Regulations. The last update was in October 2007. Specifically, the Rules and Regulations have been reformatted, updated policies, and added a separate section for procedures for applying for individual water and sewer services. The Authority has also added details to drawings and have clarified the developer's and non-residential user's requirements. The Developer Water and Sewer Cost Sheets have also been updated. Mr. Quijano had a copy of the final draft of the documents and the Authority will eventually print copies. It was noted that the update would also be posted on the JTMUA Website to inform Developers of any changes.
- Mr. Quijano discussed one Developer Project for a Water Cash Maintenance Guaranty Release for Progress Properties, LLC for Progress Plaza project. The Authority released a performance bond on January 24, 2008. The maintenance bond had already expired and we are recommending release of the cash maintenance guaranty be released to Progress Properties, LLC.

Mr. Quijano discussed the following from the March report.

Capital Projects - Action Items

- Awarding Radio Meter Conversion Program – Phase II, Contract No. C0-03306. The Authority advertised on March 9, 2010 and received three bids ranging from \$374,650 to \$496,897.20. The Engineering Committee reviewed the bids and is recommending the award to In Line Services, Inc., which is also the contractor who completed Phase I. The total amount is \$374,650.00. Chairman Allmann noted that In Line completed the first project without any conflicts and is glad to have this company back to complete the next phase.
- The next item discussed was the Authorization Payment for the Relocation of Utilities in Conflict with an Ocean County Project on East Veterans Highway. The Ocean County Project along E. Veterans Highway encountered an unanticipated utility conflict during the widening of the road and the storm sewer pipe crossing installation. The Authority staff solicited three quotes for the lowering of the water main and received prices ranging from \$8,200.00 to \$8,500.00. Unfortunately the lowest bid in the amount of \$8,200.00 did not include the uniformed traffic police officers, which is needed to do the work. The Authority is recommending award to the second lowest bid at \$8,267.00 from Bil-Jim Construction. Mr. Quijano noted another conflict involving relocating water services along the project and has received two quotes, \$6,800.00 from Bil-Jim Construction and \$8,000.00 from P&A Construction, which is the general contractor for the Ocean County Project. It was noted that since Bil-Jim Construction was the lowest quote for the said work, the Authority is recommending award to Bil-Jim Construction for a total of \$15,067.00 for both projects.

With no questions, Mr. Quijano concluded the Engineering Report.

DEVELOPER PROJECT

Mr. Jeff Staiger of Remington, Vernick & Vena Engineers discussed the following from the February report:

- Performance Guarantee Release for Water and Sewer for the Stop & Shop and we recommend approval of this release as per our February 15th, 2010 letter to the Board.
- 19 Petroleum Distributors Citgo Gas Station who is proposing an 1,800 sq ft retail store at Whitesville Hope Chapel Road. This is a water service and sewer lateral connection at the existing lines. We recommend final water and sewer be granted as per our February 15th, 2010 letter to the Board.

Mr. Staiger discussed the following from the March report:

- Windsor Crescent Development, LaManna Housing Services Corporation who is proposing to construct a multi-family affordable housing development on the north side of Solar Avenue consisting of 112 units within 14 buildings, with a 1,800 sq ft clubhouse. They are proposing to connect to services on County Line Road. We recommended this approval as per our March 17th, 2010 letter to the Board. Mr. Harpell stated that this facility will qualify for reduced connection fees due to the fact that it LaManna Housing is a non-profit corporation constructing affordable housing units.

- The last item discussed is the Administration Building Parking Lot Improvements. We received and reviewed bids. It was noted that there was a flaw with the lowest bidder and are recommending this award to C.J. Hesse in the amount of \$55,660.00. It was also noted that the first bidder had plans of subcontracting out all the work. Mr. Harpell noted that there will be nine additional parking spaces in the front of the building, which will allow people to enter on the first floor and there will be two additional handicap spaces.

5. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that bills submitted for February 2010 totaled \$1,720,898.47 and are drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$65,486.20 for Capital Projects;
2. NJEIT Project Fund in the amount of \$547,934.20 for NJEIT Projects;
3. Escrow Funds in the amount of \$8,944.35 for Developer Work;
4. Revenue General Fund in the amount of \$1,098,533.72 for Operating Expenses.

The total operating expenses of \$1,098,533.72 includes \$185,000.00 for funding the payroll account and \$709,080.00 for OCUA 's 1st quarter 2010 installment.

Mr. Diaz discussed the Capital Purchase held over from February for two new Sensus handhelds at a total cost of \$12,400.00, to replace the existing ones. This equipment is used to read Sensus meters by radio or touch read and Sensus will no longer support the present handhelds, which were purchased eight years ago. The Authority presently uses three handhelds but will only need to purchase two.

Mr. Diaz stated that the Finance Committee met on Tuesday, March 23, 2010. The total dollars presented on the bill list was \$1,113,272.24. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$301,006.43 for Capital Projects;
2. NJEIT Project Fund in the amount of \$390,376.76 for NJEIT Projects;
3. Escrow Funds in the amount of \$8,504.68 for Developer Work;
4. Revenue General Fund in the amount of \$400,538.85 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$413,843.37 were reduced by \$12,845.52 in order to maintain a \$20,000 to \$25,000 balance in the Operating Expense Fund. It was noted that it would be reviewed month to month and reducing the transfers. It was also noted that the operating expenses of \$413,843.37 includes \$200,000.00 for funding the payroll account.

- The 2009 Audit is coming to an end. There will be one more day of fieldwork, which is scheduled for next Tuesday, to go over the Fixed Assets. Following the auditor's in-house preparation work and reviews, the Authority will schedule Hutchins, Farrell, Meyer & Allison to present at a future Public Meeting.

PERSONNEL

Mr. Diaz stated that the Personnel Committee met earlier this evening and discussed the following. It was noted there were no items from February.

- Mr. Diaz stated there were two resignations this month, Mr. Gerald Brusco and Mr. Edward Roberto.
- Mr. Diaz discussed one new hire this month, Mr. Ralph Muso who will be filling an open slot as Sewer Repairer/Water Repairer with a start date of March 29. The starting rate is \$26,018.00.
- There is one salary adjustment for Mr. Earl Quijano, Principal Engineer. Mr. Quijano has been with the Authority since 2004 and is accomplishing a great deal of work and we are recommending a \$5,000.00 increase. Mr. Harpell stated it has been a pleasure having Mr. Quijano in the position of Principal Engineer the last 18 months and noted the cost savings the Authority has seen on capital projects due to Mr. Quijano's efforts.
- Discussion continued with regard to three promotions on the agenda this evening. The first is Mr. Theodore Lefkowitz, Meter Reader since June of 2007. Mr. Lefkowitz has done a great job and will be promoted to Water Meter Reader with an annual salary to \$25,000.00 effective March 29th. The next is David Landry, Sewer Repairer/Water Repairer/Water Treatment Plant Operator and will be promoted to Water Treatment Plant Operator. Mr. Landry has been with the Authority since May 2007 and his new salary will be \$41,196.00, effective March 29th. The last promotion is for Anthony Parrella, Sewer Repairer/Water Repairer/Water Treatment Plant Operator. Mr. Parrella has been with the Authority since December 2008 and his new salary will be \$41,196.00, effective March 29th. Mr. Diaz stated that per the Authority's Organization Chart, positions are being split out into repairman/maintenance and operators, noting that this is what the referenced promotions are migrating to. Mr. Harpell noted that salaries for Operators are still on the low end but the Authority is doing a little bit better than we were. Chairman Allmann stated that the Authority will be reviewing and looking to increase salaries.

6. Consent Resolutions 2010-46 to 2010-51

- 2010-46 Resolution Ratifying Cash Management Report for January 2010.
- 2010-47 Resolution Ratifying Cash Management Report for February 2010.
- 2010-48 Resolution Granting Final Sewer and Water Approval to 19 Petroleum Distributors Citgo Gas Station, Block 22301, Lot 1 (f/k/a Block 54, Lot 1) on the Tax Map of the Township of Jackson.
- 2010-49 Resolution a Water Cash Maintenance Guaranty Release to Progress Properties, LLC for Progress Plaza, Block 502, Lot 10 (f/k/a Block 148.02, Lot 3).
- 2010-50 Resolution Granting a Performance Bond Release for Water and Sewer to Stop & Shop Supermarket, Block 7901, Lot 2 (f/k/a Block 75.01, Lot 1.04) on the Tax Map of the Township of Jackson.
- 2010-51 Resolution Granting Final Sewer & Water Approval to Windsor Crescent, Blocks 6501, 6502, 6503 with Various Lots.

Mrs. Rickabaugh made a motion to approve Resolutions 2010-46 to 2010-51. Mrs. Blake seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2010-52 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll – February.

Mrs. Blake made a motion to approve Resolution 2010-52. Mr. Lundy seconded the motion and it was passed unanimously.

2010-53 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll – March.

Mrs. Rickabaugh made a motion to approve Resolution 2010-53. Mrs. Blake seconded the motion and it was passed unanimously.

2010-54 Resolution Authorizing Closeout and Release of Performance Bond for Demolition of Ground Storage Tank No. 1 and Booster Pumping Station Under Contract No. C9-84026 to Brayco, Inc.

Mrs. Blake made a motion to approve Resolution 2010-54. Mr. Borys seconded the motion and it was passed unanimously.

2010-55 Resolution Authorizing Payment to Bil-Jim Construction, Inc. for the Relocation of Utilities in Conflict with an Ocean County Project on East Veterans Highway, Contract No. C0-95331, in an Amount Not to Exceed \$15,067.00.

Mrs. Rickabaugh made a motion to approve Resolution 2010-55. Mrs. Blake seconded the motion and it was passed unanimously.

2010-56 Resolution Awarding Radio Meter Conversion Program – Phase II, Contract No. C0-03306 to In Line Services, Inc., in the Amount of \$374,650.00.

Mr. Borys made a motion to approve Resolution 2010-56. Mrs. Blake seconded the motion and it was passed unanimously.

2010-57 Resolution Adopting Revised Rules and Regulations and Specifications for Construction.

Mrs. Blake made a motion to approve Resolution 2010-57. Mr. Borys seconded the motion and it was passed unanimously.

2010-58 Resolution Authorizing the Execution of a Water Service Agreement and Installment Payment Plan for Hope Cathedral International, Inc., Block 12004, Lot 60.

Mrs. Rickabaugh made a motion to approve Resolution 2010-58. Mr. Borys seconded the motion and it was passed unanimously.

2010-59 Resolution Authorizing the Purchase of Sensus Handhelds from HD Supply Waterworks, LTD, Contract No. C0-00029 in the Amount of \$12,400.00.

Mrs. Blake made a motion to approve Resolution 2010-59. Mr. Lundy seconded the motion and it was passed unanimously.

2010-60 Resolution Authorizing the Exchange of Certain Lands with the Township of Jackson in Accordance with the Provisions of N.J.S.A. 40A:12-13(b)(1) and N.J.S.A. 40A:12-16.

Mrs. Blake made a motion to approve Resolution 2010-60. Mr. Borys seconded the motion and it was passed unanimously.

2010-61 Resolution Authorizing the Execution of a Deed Restriction on a Portion of Tax Block 19701, Lot 1 as Required by New Jersey Department of Environmental Protection in Connection with the Legler Water System Improvements Requiring FHA and Riparian Zone Verification Approval.

Mrs. Rickabaugh made a motion to approve Resolution 2010-61. Mr. Borys seconded the motion and it was passed unanimously.

2010-62 Resolution Awarding the Administration Parking Lot Improvements, Contract No. C0-95422 to C.J. Hesse, Inc., in the Amount of \$55,660.00.

Mrs. Rickabaugh made a motion to approve Resolution 2010-62. Mr. Borys seconded the motion and it was passed unanimously.

2010-63 Resolution Ratifying Provisional Hire of Classified Employee

Mrs. Blake made a motion to approve Resolution 2010-63. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-64 Resolution Authorizing Adjustment to Principal Engineer's Salary

Mr. Borys made a motion to approve Resolution 2010-64. Mrs. Blake seconded the motion and it was passed unanimously.

2010-65 Resolution Authorizing Promotion of David Landry to Water Treatment Plant Operator.

Mrs. Rickabaugh made a motion to approve Resolution 2010-65. Mrs. Blake seconded the motion and it was passed unanimously.

2010-66 Resolution Authorizing Promotion of Anthony Parrella to Water Treatment Plant Operator.

Mrs. Rickabaugh made a motion to approve Resolution 2010-66. Mr. Borys seconded the motion and it was passed unanimously.

2010-67 Resolution Ratifying Promotion of Theodore Lefkowich to Water Meter Reader.

Mrs. Blake made a motion to approve Resolution 2010-67. Mr. Borys seconded the motion and it was passed unanimously.

There was no closed session.

8. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann declared the March 25, 2010 Public Meeting adjourned.

End of Minutes