

**January 24, 2008**

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 regular scheduled Public Meeting of January 24, 2008."

Chairman Allmann requested a roll call.

The January 24, 2008 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Rickabaugh and Chairman Allmann, Alternate Members Garofano and Lundy along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan and Executive Director, David Harpell. Also in attendance were Authority Engineer, Alan Dittenhofer and Authority Counsel, William Hierung. Members Borys and Clayton were excused from this meeting.

Administrative Assistant stated that this meeting was in compliance with the provisions of the "Open Public Meetings Act," with adequate notice of the Public Meeting having been advertised in the manner prescribed by law, and that this statement would be entered in the minutes of this meeting.

For the record, Chairman Allmann asked that the Board is in agreement that Members Borys and Clayton are excused from this meeting. The Board voted and it was passed unanimously.

1. Approval of the Minutes of the Open Session Public Meeting of December 20, 2007.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of December 20, 2007. Mr. Lundy seconded the motion and was passed unanimously. Mrs. Rickabaugh abstained.

2. Approval of the Minutes of the Closed Session Public Meeting of December 20, 2007.

Mrs. Blake made a motion to approve the minutes of the Closed Session Public Meeting of December 20, 2007. Mr. Garofano seconded the motion and was passed unanimously. Mrs. Rickabaugh abstained.

3. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

Present from the Public was Ms. Karen Walzer, Ambassador from the NJ Watershed Ambassador Program. Ms. Walzer was interested in attending an MUA meeting and offered her services with regard to Township's stormwater requirements. Chairman Allmann stated that this was an area that the Township Public Works Dept would work with but if Ms. Walzer would like to leave any literature at the Authority, we would be happy to display at the front desk. It was also noted that if Ms. Walzer had any interest in conducting a presentation, it could be arranged with the Township. Mr. Harpell mentioned that the Authority does have a

staff member who is part of the Trust for Public Lands project with the Barnegat Bay Estuary Program, Mr. Richard Quigley.

With no more questions from the public, Chairman Allmann entertained to close the public portion of the meeting. Mrs. Rickabaugh made a motion, Mrs. Blake seconded and it was passed unanimously.

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 report.

- Proposals have been received for Engineer, Attorney and Bond Counsel for 2008. It was noted that proposals would be received tomorrow for Special Projects Engineers and early next week for Auditor. It was noted that recommendations would be ready for the Reorganization Meeting.
- Mr. Harpell discussed the proposed new cellular service agreement. The Authority was not pleased with the rates from Sprint/Nextel and needed a few more phones. It was noted that Sprint/Nextel was able to add four new lines while reducing our monthly bill by \$150.00, by utilizing the NJ Sate Contract. We will look for approval from the Board this evening for this new contract.
- Jackson Colonial Arms. Mr. Harpell stated that there has been communication with Mr. Monjoy for some time. He is ready to connect to the water system and is doing improvements on his property. Mr. Monjoy is asking for the five-year time frame to pay the connection fee. It was noted that when the water main was installed down Bennetts Mills Road and West Veterans, the Authority would have provided his water service in the right away at no cost, but he did not provide the sizing so it was not installed . Since is it now his responsibility, Mr. Monjoy is asking our contractor to put this in and pay us back in a one-year timeframe for installation. With the Board's approval, we would like authorization to enter into an agreement with Jackson Colonial Arms.
- Mr. Harpell discussed the AEA Spring Conference on March 11<sup>th</sup> & 12th. Please let Joan know if you are planning on attending, noting the deadline for hotel reservations is February 11<sup>th</sup> for the discounted rate.

### **Engineering Committee Report**

The Engineering Committee met on January 23, 2008 and Mr. Harpell discussed the following new items this month.

## **Capital Projects**

### **Action Items**

- Mr. Harpell discussed the final quantities change order for the Infrared Paving Contract C7-00041. The contract went very well, there was a credit on the job and it really cleaned up all the patches on the roads. It was stated that the Authority would like to now close out the project and it is on the agenda this evening for approval subject to legal review.
- GPS Equipment for GIS Mapping, Contract No. C8-00019. Mr. Harpell stated that as the Authority has started utilizing the GIS System in locating some of our utilities and we are looking to purchase our own GPS Equipment. The resolution this evening is to purchase the Trimble unit from the New Jersey State Contract.
- Manhattan Street Facility Improvements Construction Management Services, Contract C6-00154. This is the contract that was voted on last month for the construction management of the water treatment plant and the elevated storage tank. The contract is for \$489,884.00 and is being awarded to French & Parrello with a subcontractor of O'Brien & Gere.
- Manhattan Street Facility Engineering Services, Contract No. C8-00018, in the amount of \$134,712.00. When the contract for construction management was issued, it was decided that a portion of it should stay with the design engineer and the Engineering Committee is recommending approval this evening for this element of the contract.
- Manhattan Street Facility Improvements, Contract No. C6-00154 and Southeast Quadrant IMG Elevated Tank, Contract No. C6-00155. This is a change order for O'Brien & Gere in the amount of \$38,170.00. O'Brien & Gere had originally planned on designing the new facility very similar to the Hyson Road WTP but some changes were made to the design and this is the contract amendment.
- SCADA System Improvements – Phase I, Contract No. 05-123. Bristol Babcock has performed very well and we are ready to close out the first phase. It was noted that next month, we are hoping to have Phase III on the agenda for award.

## **OTHER**

### **Action Items:**

- The Authority previously awarded Contracts C8-00016 and C8-00017 for various chemical Supplies. Subsequent to the award it was determined that the total bid price for Universal Chemicals was incorrect due to the requested transportation costs, which changed the low bidder. We had to take some of those items away and give to the second bidder. The resolution on the agenda this evening is to clarify the contracts. Univar's contract will increase by \$29,080.00 and Universal's will decrease by \$19,260.00. The amended total for all the chemical bids will be \$346,144.20.

- 2007 Neptune Water Meter Acquisition, Contract No. C7-00002 – Approving Change Order No. 1 – Final to Rio Supply, Inc. in a credit amount of (\$51,034.00). It was noted that since connections are down the Authority is not purchasing as many meters.
- 2007 Sensus Water Meter Acquisition, Contract No. C7-00001 – Approving Change Order No. 1 - Final to H.D. Waterworks Supply in the credit amount of (\$56,251.20). The reason for the credit is the same as for Contract C7-00002.

### **New Item**

- The Authority has been looking into the media in the Manhattan WTP and has discovered that some of the media is thirty years old. The media should generally be replaced after five to ten years. Since there are at least two more years of service for the existing Manhattan Street Water Plant before switching to the new plant, we are looking to replace the media. The longer the media is in-service, the more backwashing is required which incurs OCUA charges and we are expecting this project to pay for itself in 2008. The Engineer's Estimate was \$70,000.00 and there was only one bidder, A.C. Schultes who came in at \$68,260.00. The Engineering Committee believes this is a fair number and is recommending approval this evening.

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

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following development applications on the Engineers Report of January 24, 2008 and requesting approval from the Board.

Mr. Dittenhofer stated that developments are noted in blue on the development map if anyone is interested in viewing prior to approval this evening.

- Bartley Health Care is proposing to construct a 4,015 sq ft addition to an existing nursing home on the eastern side of Bartley Road, north of County Line Road. The applicant is applying for preliminary utility services. The applicant proposes to utilize the existing water and sewer services to the building. We have recommended this approval in our January 14, 2008 letter to the Board.
- Mark Properties, a major subdivision. The applicant is proposing to construct an 8 unit major subdivision at the south side of Anderson Road, between Peacock Lane and Winterberry Blvd. The applicant is applying for water and sewer service and is proposing to install an 8 inch dry main to service the subdivision when water becomes available. We have recommended this approval in our January 14, 2008 letter to the Board.
- Preliminary water and sewer approval to Six Flags Great Adventure who is proposing to construct an indoor roller coaster amusement park ride inside the theme park. The applicant is applying for preliminary approval at this time and proposes to install 6 inch water line from the existing water main to the roller coaster. We have recommended this approval in our January 14, 2008 letter to the Board.
- Beth Zion Synagogue is proposing to renovate an existing 11,046 sq building on the north side of West Veterans, west of Leesville Road. This is a preliminary water and sewer application. The applicant proposes to connect to an existing water main stub on West Veterans Highway

and extend water along North Veterans Highway to service the site. The applicant also proposes an on-site septic system.

- CNLRS Development who proposes to construct a commercial center with a 4,600 sq ft bank building and a second building that will contain a 1,200 sq ft restaurant and 5,600 sq ft retail space. The project is located at the intersection of Harmony Rd and County Line Road. The applicant is applying for tentative utility services at this time and proposes to connect to the water main along Harmony Rd and extend domestic water and fire protection services to the building. The applicant also proposes to service the building with two-inch force main. We recommended this approval in our January 23, 2008 letter to the Board.
- Progress Plaza is a recommendation for a performance bond release for water. We recommended this approval in our January 14, 2008 letter to the Board.

### **Public Relations Committee Report**

Mr. Harpell stated that the Public Relations Committee would meet following this evening's Public Meeting to look at the website design.

### **Administrative Committee Report**

Mr. Harpell stated that the Administrative Committee met on January 23<sup>rd</sup> and reviewed some policies, which we hope to be present to the Board in the next month. These include some employee manual type policies as well as a CDL/drug policy.

5. Business Administrator's Report  
Finance Committee Report  
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Wednesday, January 23, 2007, discussing and recommending approval of items on the agenda this evening. Mr. Diaz stated that the December Statement of Revenue Expenses would not be handed out this month since we are in the process of closing out the year. The auditors will be back next week to continue the 2007 Audit. Upon completion of the Audit, Statement of Revenues will be generated and passed out to the Commissioners. It was also noted that a new computerized Capital Summary Report had been distributed which is beneficial. Mr. Diaz requested permission to replace the manual report with the computerized report for future distribution. The Finance Committee reviewed the bills and the total voucher list amount submitted this evening in the amount of \$565,850.85 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$48,370.52 for capital projects;
2. Construction Fund in the amount of \$1,777.50 for Bond Projects;
3. Escrow Funds in the amount of \$40,484.79 for developer work;
4. Revenue General Fund in the amount of \$475,218.04 for operating expenses.

Mr. Diaz stated that the total operating expenses of \$475,218.04 includes \$243,972.80 for funding the Payroll account, which includes \$150,000.00 for Payroll and \$93,972.80 for the 2008 JTMUA employer PERS contribution.

Mr. Diaz discussed the following items:

- Discussion ensued regarding the capital purchase on the agenda this evening for a new fileserver to replace the existing one. This was advertised on the JTMUA website with one response from Executive Computer Systems for \$8,815.00 which includes hardware and installation. The Finance Committee reviewed the information and is recommending approval this evening.
- 2007 Budget Line Adjustment. The Finance Committee reviewed the recommendations of budget re-classing which is allowable under our budget rules. It was noted that there is no effect on the budget. This is cleaning up budget lines for items that are shortfalls and some that may be coming in under.

### **Personnel**

Mr. Diaz stated that the Personnel Committee met earlier this evening and discussed the following:

- There are two new hires on the agenda this evening to fill open budgeted positions. The first is Mr. Michael Seaman for the position of Sewer Repairer/Water Repairer. The second is Ms. Karen Bressi to fill the position of Clerk Typist in our Billing Department. The Personnel Committee has reviewed the applicants and is recommending approval of the two new hires.
- Mr. Diaz discussed the promotion of Ms. Veronica Klein from Receptionist Typing to Senior Receptionist Typing. Ms. Klein has been working for the Authority since 1999. The Personnel Committee has reviewed this information and is recommending approval.

Chairman Allmann entertained a motion to accept all the reports discussed this evening from all the Committees. Mrs. Rickabaugh made a motion to approve. Mrs. Blake seconded the motion and it was passed unanimously.

#### 6. Consent Resolutions 2008-01 to-2008-07

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| 2008-01 | Resolution Ratifying Cash Management Report for December 2007  |
| 2008-02 | Resolution Granting A Water Cash Performance Guaranty Release to Progress Properties, LLC for Progress Plaza, Block 148.02, Lot 3.                                     |
| 2008-03 | Resolution Granting Preliminary Sewer and Water Approval to Beth Zion Messianic Synagogue, Block 11801, Lot 79, on the Tax Map of the Township of Jackson.             |
| 2008-04 | Resolution Granting Preliminary Sewer Approval and Water to Six Flags Great Adventure – Wild Mouse Ride, Block 1, Lot 27.01, on the Tax Map of the Township of Jackson |

- 2008-05 Resolution Granting Tentative Water Approval to Mark Properties, LLC, Block 2801, Lots 66 & 67 on the Tax Map of the Township of Jackson
- 2008-06 Resolution Granting Preliminary Sewer and Water Approval to Bartley Health Care, Block 5601, Lot 66, on the Tax Map of the Township of Jackson.
- 2008-07 Resolution Granting Tentative Sewer and Water Approval to Commercial Net Lease Realty, LLC, Block 136, Lots 10 and 11, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2008-01 through 2008-07. Mrs. Blake seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2008-08 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2008-08. Mr. Garofano seconded the motion and it was passed unanimously.

- 2008-09 Resolution Granting Closeout and Release of Performance Bond to Atlantic Infrared, Inc. for 2007 Infrared, Inc. for 2007 Infrared Paving, Contract No. C7-00041.

Mr. Lundy made a motion to approve Resolution 2008-09. Mrs. Blake seconded the motion and it was passed unanimously.

- 2008-10 Resolution Authorizing the State Contract Purchase of Trimble Geo-XH GIS Unit from Trimble Navigation Limited, Contract No. C8-00019, in the Amount of \$10,742.00.

Mr. Lundy made a motion to approve Resolution 2008-10. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2008-11 Resolution Authorizing Award of Construction Engineering Services for Manhattan Street Water Treatment Plant Replacement and New 1MG Southeast Quadrant Elevated Storage Tank, Contract No. C8-00022 to French & Parrello Associates, P.A. in an Amount Not to Exceed \$489,884.00.

Mrs. Blake made a motion to approve Resolution 2008-11. Mr. Lundy seconded the motion and it was passed unanimously.

- 2008-12 Resolution Authorizing Award of Engineering Services to O'Brien & Gere Engineers, Inc. For Engineering Services During Construction of the Manhattan Street Water Treatment Plant and the Southeast Quadrant 1MG Water Storage Tank, Contract No. C8-00018, in an Amount Not To Exceed \$134,712.00.

Mrs. Rickabaugh made a motion to approve Resolution 2008-12. Mr. Lundy seconded the motion and it was passed unanimously.

2008-13 Resolution Awarding Task Order Change No. 1 to O'Brien & Gere Engineers, Inc., for Engineering Services for the Manhattan Street Facility Improvements and Southeast Quadrant IMG Elevated Tank Relative to Contract No. C6-00154 and C6-00155 in the Amount of \$38,170.00.

Mrs. Blake made a motion to approve Resolution 2008-13. Mr. Lundy seconded the motion and it was passed unanimously.

2008-14 Resolution Approving Change Order No. 1 – Final, for 2007 Sensus Water Meter Acquisition, Contract No. C7-00001 to H.D. Supply Waterworks, LTD, in a Credit Amount of (\$56,251.20).

Mrs. Rickabaugh made a motion to approve Resolution 2008-14. Mrs. Blake seconded the motion and it was passed unanimously.

2008-15 Resolution Approving Change Order No. 1 – Final, for 2007 Neptune Water Meter Acquisition, Contract No. C7-0002 to Rio Supply, Inc. d/b/a SLC Meter East, in a Credit Amount of (\$51,034.00).

Mrs. Blake made a motion to approve Resolution 2008-15. Mr. Lundy seconded the motion and it was passed unanimously.

2008-16 Resolution Authorizing the Closeout and Release of Performance Bond to Bristol Babcock, Inc. for SCADA System Improvements – Phase I, Contract No. 05-123

Mrs. Rickabaugh made a motion to approve Resolution 2008-16. Mr. Lundy seconded the motion and it was passed unanimously.

2008-17 Resolution of the Jackson Township Municipal Utilities Authority Correcting and Modifying Resolution No. 2007-233 and Reconfirming the Award of the Contract in the Total Amount of \$346,144.20.

Mrs. Blake made a motion to approve Resolution 2008-17. Mr. Lundy seconded the motion and it was passed unanimously.

2008-18 Resolution Authorizing the Purchase of One New Network File Server, Back-up Tape System, As Well As Installation and Integration of Said System to Executive Computer Systems, Inc. in an Amount Not to Exceed \$8,815.00.

Mrs. Rickabaugh made a motion to approve Resolution 2008-18. Mrs. Blake seconded the motion and it was passed unanimously.

2008-19 Resolution Authorizing the Contract and Payment to Sprint/Nextel for Cellular Service and Equipment – Contract No. C8-00021.

Mrs. Blake made a motion to approve Resolution 2008-19. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-20 Resolution Authorizing the Execution of a Water Service Agreement and Installment Payment Plan for Jackson Colonial Arms, Block 12001, Lot 5.

Mrs. Blake made a motion to approve Resolution 2008-20. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-21 Resolution Authorizing the Promotion of Veronica Klein to Senior Receptionist Typing

Mrs. Blake made a motion to approve Resolution 2008-21. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-22 Resolution Ratifying the Permanent Hire of a Non-Competitive Classified Employee.

Mrs. Blake made a motion to approve Resolution 2008-22. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-23 Resolution Ratifying Provisional Hire of a Classified Employee

Mrs. Blake made a motion to approve Resolution 2008-23. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-24 Resolution Authorizing the Approval of Line Item Adjustments to the 2007 Sewer/Water Operating Budget.

Mrs. Blake made a motion to approve Resolution 2008-24. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-25 Resolution Awarding Manhattan Street Water Treatment Plant Media Purchase, Contract No. C8-00020, to A.C. Schultes, Inc. in the Amount of \$68,260.00.

Mr. Lundy made a motion to approve Resolution 2008-25. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session this evening.

## 8. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Lundy seconded the motion and it was passed unanimously. Chairman Allmann declared the January 24, 2008 Public Meeting adjourned.

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End of Minutes