

06/25/09

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 June 25, 2009."

Chairman Allmann requested a roll call.

The June 25, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys, Clayton, Rickabaugh and Chairman Allmann, Alternate Members Garofano 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, Alan Dittenhofer and Authority Counsel, William Hering.

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 May 28, 2009 Maple Glen Rate Hearing.

Mrs. Rickabaugh made a motion to approve the minutes of the May 28, 2009 Maple Glen Rate Hearing. Mr. Borys seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of May 28, 2009.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of the May 28, 2009. Mr. Borys seconded the motion and was passed unanimously.

3. Questions/Comments from the Public

With no one present, Chairman Allmann closed the public portion stating that he will reopen if 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 report.

- Mr. Harpell discussed the purchase of a Pump Station Service Truck. The Authority has been planning to buy a crane truck for a couple of years to remove the pumps at the Authority's wastewater pump stations. It was noted eight firms picked up specifications but only one bid was received which did not meet all the specifications and was above

the estimate of \$75,000. With the Board's approval, the Authority would like to reject this bid, buy the truck on State Contract next month and bid out the fitting of the vehicle.

- The Consumer Confidence Reports have been sent out and Mr. Harpell stated that the water quality remains excellent and there have been no violations for many years. It was noted that all the system improvements such as the new water treatment plant will improve the system further.
- Mr. Harpell stated that 615 customers have signed up with Home Service USA. There was a slight problem with the last mailing. The mailing had the Authority logo with a signature from a Home Service representative which some customers found confusing. This issue has been addressed.

Administrative Committee Report

Mr. Harpell stated that the Administrative Committee met on Monday, June 22, 2009 and discussed one item. The Authority is required by DCA to establish an Identity Theft Policy and would recommend approval this evening to adopt this policy.

Public Relations Committee Report

Mr. Harpell stated that the Public Relations Committee would meet following this evening's meeting to discuss Jackson Day 2009. The Committee has selected some items they would like to hand out. Chairman Allmann noted that the hours for Jackson Day would be reduced this year.

Engineering Committee Report

The Engineering Committee met on Tuesday, June 23, 2009 and Mr. Quijano discussed the following items this month.

Capital Projects - Action Items

- Closeout of the Radio Meter Conversion Program In Line Services Inc. has completed the contract and the staff is recommending closeout of the project and release of Performance Bond be granted
- Adoption of the Sanitary Sewer Master Plan- The Alaimo Group Inc. has completed the first Sanitary Sewer Master Plan for the Authority. The plan was completed in October 2008 and the Engineering Committee reviewed the plan and is recommending approval from the Board on the adoption of this plan.
- Adoption of the Water System Master Plan- It was noted that this is an update of the Authority's water system master plan, which was developed by O'Brien & Gere in February 2000. The updated master plan was completed in April 2009. This plan will provide the Authority with the 15 year planning of the future capital improvement projects. The Engineering Committee is recommending approval from the Board on the adoption of this plan update.
- Manhattan Street Water Treatment Plant, Change Order No. 1 in the credit amount of (\$64,486.50). The change order consists of three items.

The contract documents specify for the installation of nine (9) 24” gate valves on the finished and raw water lines. The Authority’s Staff prefer a 24” butterfly valves be installed for easier operation and to maintain valve style consistency throughout our distribution system. This change resulted in a savings in the amount of \$60,344.00.

The Contract documents specify stone bedding under all yard piping. The Authority in consultation with O’Brien & Gere, agreed that the stone is not necessary. This resulted in a savings in the amount of \$6,848.50.

The last item involved the two architectural accent bands around the building, which is basically to use a lighter, contrast color. When the contractor made a mock-up of the exterior wall the Authority Staff did not like the results of the finished product and decided to eliminate the bands. Replacing the block bands with split face block incurred an additional cost of \$2,706.00, which will cover the price difference between the two materials.

The overall amount for change order 1 is in the credit amount of \$64,486.50, bringing the contract total of \$8,319,514.00 to \$8,255,027.50.

- The next item discussed was the approval of the award and advance payment to Verizon for the relocation of an existing pole to align with JCP&L incoming service at the new Manhattan Street Water Treatment Plant. An advance payment is required before Verizon schedules the work in the amount of \$4,000.00. We are requesting authorization to sign the agreement and remit payment.
- Manhattan Street Water Treatment Plant – Authorization of landscaping around the storm drainage basin. This is to give screening to the resident adjacent to the storm drainage basin and will consist of 24 green arborvitae at a cost of \$3,600.00. We are requesting approval from the Board this evening to award to N.J. Landscape Concepts, LLC. Chairman Allmann stated to the Board if anyone thinks some additional landscaping is needed, the Authority will add to this contract. It was noted these trees are guaranteed for one year.
- Sewer/Water Emergency Repairs and Service Work, Contract No. C9-94537 – Awarding 2nd Extension to D&D Utility Contractors, Inc. in the amount of \$108,633.60. The Authority Staff wants to ensure that enough funds are available for future emergency and service work towards the end of the year. Chairman Allmann noted that the reason we are not signing a full year contract is that the contract runs on a fiscal year of January to December.

Developer Projects – Action Items

- After Disaster Housing Corporation – Granting Tentative & Final Water Approval. The Authority authorized preliminary sewer and water approval last month for the installation of an on site well and septic system. The Authority also authorized the execution of a Developer’s Agreement whereby the Developer is required to install and or reimburse the Authority for the cost of the water main along the West Commodore Blvd project frontage for the purpose of future connection to public water. The Authority is in receipt of the executed Developer’s Agreement and is recommending tentative and final water approval.
- Westlake Estates – Cash Guarantee Release. The development was completed in the year 2000 and the Authority held a \$10,000.00 maintenance bond for potential conflicts of the offsite water main with future County Road improvements. The Authority has been notified that there are no conflicts and are recommending release of this bond.

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

DEVELOPER PROJECT

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers stated there are two applications for approval on the agenda this evening.

- Rite Aid Pharmacy- Preliminary and Tentative Water and Sewer Approval. The applicant is proposing to construct an 11,000 sq ft pharmacy at the intersection of Bennetts Mills and Cooks Bridge Road on the NE corner. The applicant is applying for preliminary and tentative approval at this time. The applicant is proposing to connect to the existing water main and located at Bennetts Mills and also proposes to construct a sanitary sewer lateral and connect to a manhole in the right of way proposed by Meridian Health Village. This application will require a final approval by the Authority and a developer's agreement will be required upon final approval. We recommended this approval in our June 15, 2009 letter to the Board
- Cooks Landing Commercial – Final Water and Sewer Approval. The applicant is proposing to construct a commercial site consisting of 30,000 sq foot retail space, 10,000 sq foot office building, 3,700 sq foot bank, 5,400 sq foot restaurant on the south side of County Line Road, west of North Cooks Bridge. The applicant is applying for water and sewer service at this time and proposes to connect to an existing 8" water main on Brookfield Drive and install a main on route through the site and proposes to connect onto the existing sanitary sewer line on Brookfield Drive. We recommended this approval in our June 15, 2009 letter to the Board.

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

Mr. Diaz stated that the Finance Committee met on Monday, June 22, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,222,232.47. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$275,342.03 for Capital Projects;
2. NJEIT Project Fund in the amount of \$515,906.31 for NJEIT Projects;
3. Escrow Funds in the amount of \$14,463.39 for Developer Work;
4. Revenue General Fund in the amount of \$416,520.74 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$416,520.74 includes \$180,000.00 for funding the payroll account.

- Mr. Diaz discussed a resolution on the agenda for approval this evening to join the New Jersey Sustainable Energy Joint Meeting (NJ SEM). This is very similar to the Ocean County Cooperative Energy Group, which the Authority already belongs to. The NJ SEM has been established by Environmental JIF and concentrates through out the State, given a much bigger buying power for utilities. The Finance Committee is recommending approval for this contract and resolution.

- Mr. Diaz requested a poll from the Board this evening regarding banking investments. Mr. Diaz noted that the Cash Management Report provided each month and the interest rates have been quite low. Mr. Diaz stated that starting with the Trust Accounts, the Authority is looking to invest the funds that are GUDPA approved, meaning that the money is guaranteed and the interest rate received from Manasquan Savings was 1.25%. Mr. Diaz is requesting approval from the Board to proceed with the process of transferring funds to Manasquan Savings. It was noted that Bank of New York still remains as the Trustee so there are actually two banks involved. Chairman Allmann stated every ninety days, the Authority will look at other banks/options for the best percentage rate. Mr. Harpell stated that next month there would be a list of banks for the Board's consideration so the Authority can invest to get the best rates.
- Mr. Diaz discussed the Bond Reserve Fund. The requirements for the bond reserve and there was 1,018,000.00 carried for some years. The Auditors informed Mr. Diaz that it was overfunded. The Authority has reached out to the Trustees for the amount that needs to be kept in the reserve and expect the fund to go from \$1,018,000.00 to approximately \$920,000.00. Mr. Diaz stated that the fund actually reduced to \$517,000.00, which was discussed with our Trustees who are claiming that this is accurate although the auditors have a different opinion. Mr. Diaz has instructed the two parties to work together to resolve this issue.

PERSONNEL

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

- Mr. Diaz discussed two title changes this month.
 1. Mrs. Fran Tierney's title will be Assistant Supervisor Billing and Collecting.
 2. Mrs. Andrea Simmonds' title will be Supervisor of Billing and Collecting.
- Mr. Diaz discussed the Sidebar Agreement with TWU. There was a schedule change for the summer months for the field workers who are on the 10-hour days. The Union Contract requires us to formalize in writing. The Sidebar Agreement allows both parties to accept this new schedule, which runs from April to October. It was noted that both parties have verbally agreed. Chairman Allmann noted that it is working very well for the Authority and will most likely incorporate into the next new union contract.

6. Consent Resolutions 2009-120 to 2009-124

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| 2009-120 | Resolution Ratifying Cash Management Report for May 2009. |
| 2009-121 | Resolution Granting Tentative & Final Water Approval to After Disaster Housing Corp, Block 2701, Lots 31, 34 & 35 on the Tax Map of the Township of Jackson. |
| 2009-122 | Resolution Granting Preliminary and Tentative Sewer and Water Approval to Rite Aid Pharmacy, Block 8201, Lots 34, 35 & 36 (formerly Block 114, Lot 1 and Block 115, Lots 1.01 and 1.02) on the Tax Map of the Township of Jackson. |

2009-123 Resolution Granting Final Sewer and Water Approval to Cooks Landing Commercial, Block 4714, Lot 6 and Block 4717, Lot 6 (formerly Block 111, Lot 33.03 & Block 111.03, Lot 106) on the Tax Map of the Township of Jackson.

2009-124 Resolution Granting a Cash Guarantee Release to Westlake Estates, Block 20401, Lots 19 – 40 (formerly Block 66.09, Lots 2.01 – 2.23).

Mrs. Rickabaugh made a motion to approve Resolutions 2009-120 to 2009-124. Mr. Borys seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2009-125 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2009-125. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mr. Borys abstained from check #14597.

2009-126 Resolution Adopting the Sewer System Master Plan dated October, 2009

Mrs. Blake made a motion to approve Resolution 2009-126. Mr. Borys seconded the motion and it was passed unanimously.

2009-127 Resolution Adopting the Water System Master Plan Update dated April, 2009.

Mrs. Blake made a motion to approve Resolution 2009-127. Mr. Borys seconded the motion and it was passed unanimously.

2009-128 Resolution Approving Change Order No. 1 to Eagle Construction Services, Inc. for the Manhattan Street Water Treatment Plant, Contract No. C7-00015, Providing for a Reduction in the Amount of (\$64,486.50).

Mrs. Clayton made a motion to approve Resolution 2009-128. Mr. Borys seconded the motion and it was passed unanimously.

2009-129 Resolution Authorizing Closeout and Release of Performance Bond for Radio Meter Conversion Program – Phase I, Contract C8-00045 with In Line Services, Inc.

Mrs. Blake made a motion to approve Resolution 2009-129. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann thanked the staff for their work in closing out this project.

2009-130 Resolution Awarding Contract No. C9-63040 to Verizon, for the Relocation of Existing Pole to Align with New JCP&L Incoming Service at the New Water Treatment Plant, in the Amount of \$4,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2009-130. Mr. Borys seconded the motion and it was passed unanimously.

2009-131 Resolution Authorizing Landscaping at the New Water Treatment Plant, Contract No. C9-63042 to NJ Landscape Concepts, LLC, in the Amount of \$3,600.00.

Mrs. Blake made a motion to approve Resolution 2009-131. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-132 Resolution Awarding the Extension of the Sewer/Water Emergency Repairs and Service Work, Contract No. C9-94537 to D&D Utility Contractors, Inc., in the Amount of \$108,633.60.

Mr. Borys made a motion to approve Resolution 2009-132. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-133 Resolution Authorizing the Rejection of Bids for New Service Truck Pursuant to Contract No. C9-94436.

Mrs. Blake made a motion to approve Resolution 2009-133. Mr. Borys seconded the motion and it was passed unanimously.

2009-134 Resolution Authorizing the Adoption of an Identity Theft Policy.

Mrs. Rickabaugh made a motion to approve Resolution 2009-134. Mr. Borys seconded the motion and it was passed unanimously.

2009-135 Resolution Authorizing the Jackson Township MUA to Join the New Jersey Sustainable Energy Joint Meeting.

Mrs. Blake made a motion to approve Resolution 2009-135. Mr. Borys seconded the motion and it was passed unanimously.

2009-136 Resolution Approving Title Change for Supervisor of Billing and Collection

Mrs. Rickabaugh made a motion to approve Resolution 2009-136. Mrs. Blake seconded the motion and it was passed unanimously.

2009-137 Resolution Approving Out of Title Appointment of Principal Account Clerk to Supervisor of Billing and Collection Effective June 8, 2009.

Mr. Borys made a motion to approve Resolution 2009-137. Mrs. Blake seconded the motion and it was passed unanimously.

2009-138 Resolution Authorizing the Execution of Sidebar Agreement with the Transportation Workers Union Local 225, Branch 4 to Establish Summer Hours Commencing April 6, 2009 and Until October 5, 2009.

Mrs. Clayton made a motion to approve Resolution 2009-138. Mrs. Rickabaugh 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. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the June 25, 2009 Public Meeting adjourned.

End of Minutes