

1/27/11

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 January 27, 2011."

Chairman Allmann requested a roll call.

The January 27, 2011 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, Chairman Allmann, Alternate Members Lundy and Cladek, 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 Hierung.

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.

Chairman Allmann thanked Mr. Lundy for his service on the Board and welcomed Peggi Sturmfels as the newly appointed Alternate Commissioner.

1. Rate Hearing

Chairman Allmann called the 2011 Rate Hearing to order.

2011-01 Resolution Adopting 2011 Rate Schedule

Mr. Borys made a motion to approve Resolution No. 2011-01. Mrs. Clayton seconded the motion and it was passed unanimously.

Following the 2011 Rate Hearing, the January 27, 2011 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:40.

2. Approval of the Minutes of the Open Session Public Meeting of December 16, 2010.

Mr. Borys made a motion to approve the minutes of the Open Session Public Meeting of December 16, 2010. Mrs. Rickabaugh seconded the motion and was passed unanimously. Mrs. Blake abstained.

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 it if needed.

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 January report.

- Mr. Harpell discussed the aquifer modeling by Remington Vernick & Vena. It was noted the State has decided not to make any changes to the critical area boundaries and the Authority needs to make the best use of the deep aquifer as possible. One option is to pull some water selectively from Hyson, which is removed from the critical areas and potentially get a little more annual yield from that aquifer. This would be a very positive step for the Authority's water allocation. Chairman Allmann noted this is step number one and will refer to the Board for anything in the future. Mr. Harpell noted the test plan will cost \$9,200.00 and if approved, will be money well spent.
- Mr. Harpell discussed the rehabilitation of water booster pumps at Six Flags Great Adventure noting they had prepaid the Authority \$23,000.00 last year in order to rebuild the pumps. The Authority put this project out to bid and received a quote for \$10,410.00 from A.C. Schultes. The Authority is recommending award of this contract to A.C. Schultes and it was noted that Six Flags Great Adventure would like to move ahead with some other work with the remaining funds once this project is complete.
- Mr. Harpell reviewed the list of Authority Professionals received and noting next week's reorganization meeting of February 3, 2011. Chairman Allmann noted that all the RFP's are available for review.
- Mr. Harpell reported some positive customer feedback. Councilwoman Rivere reported a positive interaction with staff member Michael Feinen. Councilwoman Rivere had a water service break at her property and although it was determined it was here responsibility, Mr. Feinen made sure she had partial service until the repair could be scheduled. It was also noted that Councilwoman Rivere had the HomeServe USA insurance and this repair was covered by that policy.

Mr. Borys stated that the Authority should acknowledge the positive actions by employees. Mr. Harpell noted that Mr. Feinen did receive a gift card for his efforts as well as a memo for his employee file. Mrs. Rickabaugh requested that Certificates of Appreciation be awarded in these cases.

- Mr. Harpell noted the AEA Spring Conference will be held March 8th and 9th. Please let Joan know if you plan on attending.
- Mr. Harpell discussed the water outage at Elms Elementary School. This incident is unrelated to the Authority. The well failed and will have to be replaced. We were able to refer a company to the Board of Education who could transport water to avoid

shutting down the school. It was noted since Patterson Road is scheduled to be paved, it would be cost effective to install a dry water main along Patterson Road.

- Mr. Harpell with regard to the NPS-6 Flow Study, the preliminary results are very positive and will keep the Board informed.
- Mr. Harpell noted that he and Chairman Allmann would schedule a meeting with Plumstead next week with regard to their interest in connecting through Six Flags Great Adventure.

Administrative Committee Report

Mr. Harpell stated that the Administrative Committee met on January 24th and are in the process, along with other Committees, of updating our to review the revised the Personnel Policies and Procedures Manual. The Authority will look to adopt next month.

Public Relations Committee Report

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

Engineering Committee Report

Mr. Quijano discussed the following: The first two items are with regard to the rebidding for Leger Service area from September 2010. It was noted the project was split to two contracts.

- The first bid received for the Legler Water Main Extension. There were fourteen (14) bids with prices ranging from \$1,232,274.39 to \$2,237,413.50. The Authority's Special Project Engineer, Birdsall Services Group, the Authority's Staff and Legal Counsel have reviewed the bids and are recommending award to Sambol Construction Corporation, in the amount of \$1,232,274.39.
- The next bid received for the Legler Booster Station. Sambol Construction Corporation is the low bidder, with bids ranging \$694,986.00 to \$1,084,986.00. There were eleven (11) bids received and after review recommending award to Sambol. It was also noted that Sambol has come down in price from the original bid of approximately \$224,000.00 or 10% for both projects.
- Final Quantities Change Order for Well #16 Well House Project in the credit amount of (\$2,600.00). The contractor has completed the project and the credit is due to the elimination of some stone gravel. We are recommending approval of the Final Quantities Change Order.
- Final Quantities Change Order for Sewer/Water Emergency Repairs and Service Work in the credit amount of (\$16,914.46). The original amount allotted for this was \$223,814.00 and the final contract amount if \$206,899.554. We are recommending approval of the Final Quantities Change Order to D&D Utility Contractors.
- Final Quantities Change Order for 2010 Infrared Paving Contract to Lucas Construction Inc. in the increased amount of \$6,757.99. The Township Public Works Department had requested more sites for paving than in the original contract. The total amount of the project is now \$25,538.75. The Township's portion is \$10,800.29. We are recommending approval for this

Final Quantities Change Order. Mr. Quijano explained that infrared paving actually melts the asphalt, which results in a smooth and seamless appearance.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer discussed the following development application for the month of January.

- Final Water Application for Quick Chek Retail and Gas Station. The Applicant is proposing to construct a 5,500 sq ft Quick Chek Retail Store and Gas Station at the intersection of West Veterans Highway and Leesville Road on the Northeast corner. The applicant is applying for water service and will connect to the existing water main located at Leesville Road. We recommended this approval in our January 17, 2011 letter to the Board.

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

Mr. Diaz stated that the Authority has completed the preliminary audit. As last year, Mr. Diaz will wait until the Audit is complete to distribute the Financial Statement for December.

Mr. Diaz stated that the Finance Committee met on Monday, January 24, 2010. The total amount presented on the bill list was \$739,581.18 to be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$0.00 for Capital Projects;
2. NJEIT Project Fund in the amount of \$181,074.14 for Capital Projects;
3. Escrow Funds in the amount of \$4,704.66 for Developer Work;
4. Customer Deposit \$794.13 for Deposit Refund;
5. Revenue General Fund in the amount of \$553,008.25 for Operating Expenses.

The operating expense includes \$200,00.00 for funding the payroll.

It was noted that the Capital funds would be drawn from the NJEIT account to prepare for closing out the account, which is expected to occur next month. The remainder of those funds will be transferred into the Capital Fund.

- Mr. Diaz discussed the annual budget line adjustments. The Finance Committee reviewed the proposed budget line adjustments for 2010. This is used to clean up any budget lines for any shortfalls we may have with a net zero effect on the overall budget. The Finance Committee is recommending approval.
- Mr. Diaz discussed the annual transfer of funds as detailed on the attached "Schedule A" in the resolution on this month's agenda to restrict funds to support the 2011 capital budget. Mr. Diaz informed the Board that the resolution will formally restrict the funds to be used strictly for capital use.
- The next item discussed was laboratory testing noting the Board allowed the Authority to go out for competitive contracting. The Authority advertised and received bids. The company we're looking to award this evening is QC Laboratories for 2011 laboratory services not to

exceed \$40,000.00. It was noted there was a committee formed to review and the consensus was to award to QC Laboratories. Mr. Harpell noted that the Authority has used Henderson Labs for this service for over 30 years and we have a bit of reservation over changing services but confident QC Laboratories will be able to perform the services required.

- Next item discussed was trash/recycle removal. The Authority went out for competitive pricing for trash removal from the Administration Building and Six Flags Great Adventure. In the past, two different companies were used to serve the location. We received a quote from Tri-State who is charging \$220.00 per month for both sites. As a comparison, the Authority was paying a combined monthly total of \$347.61 for the two companies. The savings is now approximately \$127.00 monthly for the length of a three (3) year contract, which would amount to a total savings of \$4,572.00 over the course of the contract. Mr. Diaz stated that the Purchasing Department did a very good job on this with another savings for the Authority.

PERSONNEL

Mr. Diaz discussed the following for personnel.

- Mr. Diaz discussed the promotion for Mrs. Andrea Simmonds who has been working as the acting Supervisor of Billing and Collecting since June of 2009. Mrs. Simmonds has done an excellent job in the Billing/Customer Service Departments. The Personnel Committee is recommending a promotion to Supervisor of Billing and Collecting for the Authority at salary of \$37,000.00 per year. It was noted, she was receiving out of title pay, and this is a slight increase from that.
- Mr. Diaz discussed a title change for Mr. Scott Engelbrecht who has been working with the Authority since 2002 as a Stock Clerk in the Purchasing Department. The Authority was in need of Buildings & Grounds individuals. Mr. Engelbrecht had been willing to try out this area and has been working out very well. The Authority would like to permanently change Mr. Engelbrecht's title from Stock Clerk to Building Maintenance Worker/Groundskeeper. There will be no change in salary but weekly hours will change from 35 to 40 hours.
- Mr. Diaz discussed the FMLA/NJFMLA previously approved for Mr. Barry Hutchins for a non JTMUA related workers compensation issue. It was noted, Mr. Hutchins is back out for another medical issue. There is a resolution on the agenda this evening to run FMLA concurrently with the workers compensation matter. This is also something that is being addressed in the Personnel Policies and Procedures Manual and Employee Handbook, which will be presented to the Board for approval. It was also noted that by this resolution it will define how the Authority will pay Mr. Hutchins who has been out for 10.4 weeks on Family Medical Leave and this would give him the remainder up to the maximum of 12 weeks. The Authority will pay for the 1.6 weeks differential that is typically paid to employees and will turn the remainder of Mr. Hutchins pay while he is out to Scibal who will pay him directly. Mr. Harpell noted that Mr. Hutchins needs to return on "full duty" since there is presently an employee in this position.

6. Consent Resolution 2011-02 to 2011-04

2011-02 Resolution Ratifying Cash Management Report for November 2010

- 2011-03 Resolution Ratifying Cash Management Report for December 2010.
- 2011-04 Resolution Granting Final Water Approval to Quick Chek Retail Store and Gasoline Station, Block 12001, Lot 2 on the Tax Map of the Township of Jackson.

Mr. Borys made a motion to approve Resolutions 2011-02 to 2011-04. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2011-05 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2011-05. Blake seconded the motion and it was passed unanimously. Chairman Allmann abstained on check #16443.

- 2011-06 Resolution Awarding the Legler Service Area Water System Improvements, Legler Water Main Extension Contract No. C0-83052 to Sambol Construction Corp in the Amount of \$1,232,274.39.

Mrs. Rickabaugh made a motion to approve Resolution 2011-06. Mr. Borys seconded the motion and it was passed unanimously.

- 2011-07 Resolution Awarding the Legler Service Area Water System Improvements – Butterfly Road Water Booster Pump Station, Contract No. C0-83053 to Sambol Construction Corporation in the Amount of \$694,986.00.

Mrs. Blake made a motion to approve Resolution 2011-07. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2011-08 Resolution Approving Final Quantities Change Order No. 1 for Well No. 16 Well House and Pumping Equipment, Contract No. C8-00059A to TKT Construction Company, Inc. in the Credit Amount of (\$2,600.00)

Mrs. Blake made a motion to approve Resolution 2011-08. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2011-09 Resolution Approving Final Quantities Change Order No. 1 to D&D Utility Contractors, Inc. for Emergency Repairs and Service Work, Contract No. C0-03205, in the Credit Amount of (\$16,914.46).

Mrs. Blake made a motion to approve Resolution 2011-09. Mr. Borys seconded the motion and it was passed unanimously.

- 2011-10 Resolution Approving Final Quantities Change Order No. 1 to Lucas Construction Group, Inc. for the 2010 Infrared Paving, Contract C0-06047 in the Amount of \$8,458.61.

Mrs. Blake made a motion to approve Resolution 2011-10. Mrs. Clayton seconded the motion and it was passed unanimously.

2011-11 Resolution Awarding Engineering Services to Remington Vernick & Vena for Modeling of the Middle PRM Aquifer, Contract No. C1-13425, in an Amount Not to Exceed \$9,200.00.

Mrs. Clayton made a motion to approve Resolution 2011-11. Mr. Borys seconded the motion and it was passed unanimously.

2011-12 Resolution Authorizing the Award of Contract C1-00024 to A.C. Schultes in the Amount of \$10,410.00 for Booster Pump Rehabilitation at Six Flags Great Adventure.

Mrs. Rickabaugh made a motion to approve Resolution 2011-12. Mr. Borys seconded the motion and it was passed unanimously.

20011-13 Resolution Authorizing the Award of Contract C1-00023 to Tri-State Carting, Inc., in the Amount of \$220.00 Per Month for 2011, 2012 and 2013.

Mrs. Blake made a motion to approve Resolution 2011-13. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2011-14 Resolution Authorizing the Restriction of Authority Funds.

Mr. Borys made a motion to approve Resolution 2011-14. Mrs. Blake seconded the motion and it was passed unanimously.

2011-15 Resolution Authorizing the Promotion of Andrea Simmonds to Supervisor of Billing and Collecting.

Mrs. Clayton made a motion to approve Resolution 2011-15. Mrs. Blake seconded the motion and it was passed unanimously.

2011-16 Resolution Authorizing Title Change of Scott Engelbrecht to Building Maintenance Worker/Groundskeeper.

Mrs. Clayton made a motion to approve Resolution 2011-16. Mrs. Blake seconded the motion and it was passed unanimously.

2011-17 Resolution Authorizing a Leave of Absence Pursuant to the Family Medical Leave Act (FMLA) Barry Hutchins.

Mrs. Blake made a motion to approve Resolution 2011-17. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2011-18 Resolution Awarding Contract No. C1-00002 to QC Laboratories in an Amount Not to Exceed \$40,000.00 for Laboratory Testing Services.

Mrs. Blake made a motion to approve Resolution 2011-18. Mr. Borys seconded the motion and it was passed unanimously.

2011-19 Resolution Authorizing the Approval of Line Item Adjustments to the 2010 Sewer/Water Operating Budget.

Mrs. Rickabaugh made a motion to approve Resolution 2011-19. 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 January 27, 2011 Public Meeting adjourned.

End of Minutes