

02/24/11

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 February 24, 2011."

Chairman Allmann requested a roll call.

The February 24, 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 Cladek and Sturfels, 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, Michael McKenna.

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 2011 Rate Hearing.

Mrs. Rickabaugh made a motion to approve the minutes of the 2011 Rate Hearing. Mrs. Clayton seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of January 27, 2011.

Mr. Borys made a motion to approve the minutes of the Open Session Public Meeting of January 27, 2011. Mrs. Blake seconded the motion and was passed unanimously.

3. Approval of the Minutes of the Reorganization Meeting of February 3, 2011.

Mrs. Rickabaugh made a motion to approve the minutes of the Reorganization Meeting of February 3, 2011. Mrs. Blake seconded the motion and was passed unanimously.

4. 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.

5. 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 Amendment No. 1 to the Agreement with Leigh Realty Company. Leigh Realty put in most of the infrastructure off West Commodore Blvd and Freehold Road in 2005. The Authority reviewed the 2003 Agreement and the project has changed considerably. This Amendment is intended to address the changes in the project and will result in a savings of \$2.7 million in connection fee waivers owed to Leigh Realty. The major changes are as follows: the elevated storage tank which was originally proposed to be 2 million gallons can be downsized to 1 million gallons with the current build out projections for the town. Also, the sanitary sewer will be installed on-site rather than continuing up West Commodore Blvd and a pump station is to be eliminated. The Authority did pay for some water and sewer services which were requested during construction in 2005.
- Mr. Harpell discussed Amendment No. 1 to the Sewer and Water Service Agreement with Crystal Brook Condominium Association. It was noted there has been a problem with Crystal Brook for a few years with water service breaks. Mr. Harpell explained the problem is with the water service laterals and the original 1984 agreement states that the Authority does not own the laterals and noted Crystal Brook should be responsible for these breaks. This matter was discussed with the Engineering Committee as this is an atypical situation. In almost all cases, the Authority owns the water service up to the curb and these breaks are occurring next to the main. As such, the Authority is recommending that we undertake a joint project with Crystal Brook. The proposal to consider this evening is that the Authority will investigate the problem and if the services are as bad as expected we will prepare a public bid to do the repair and Crystal Brook will reimburse the Authority 50% of the cost over a five-year period with interest. It was noted the only other community found with a similar ownership issue is Three Pence Brook. The Authority will let Three Pence know about this situation although they have not encountered any such problems.
- The next item discussed was the Personnel Policies and Procedures Manual. Mr. Harpell stated the Administrative and Personnel Committees have reviewed proposed changes and updates. There is a resolution on the agenda this evening to adopt these changes.
- Mr. Harpell noted the meeting with the Fire Districts has been rescheduled for next Thursday at 8:00pm to discuss future planning.
- Mr. Harpell stated the fence at Well 11 on Aldrich Road was damaged by a hit and run driver. This fence is fairly new and the Authority is presently getting pricing to repair.
- Mr. Harpell discussed a call received from the Lakewood MUA who is need of a pink water analyzer. The Authority does own an analyzer, which was never installed and is approximately ten years old. The purpose of the analyzer is to identify if permanganate breaks through filters and causes pink water. It was noted the Authority no longer uses permanganate and the original supplier would not restock this item. Lakewood asked if

we would donate this analyzer and Mr. Harpell asked the Board if they would surplus this item and donate to Lakewood MUA. The Board was in agreement and Mr. Harpell noted Lakewood would be very appreciative.

Administrative Committee Report

Mr. Harpell stated that the Administrative Committee met on February 22nd and have reviewed the changes and updates of the Personnel Policies and Procedures Manual. The Authority is requesting authorization to adopt these changes by resolution this evening.

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:

- Authorization of a Fixed Cost Agreement with JCP&L in the amount of \$33,376.70. This is for the new power feed for the Butterfly Road Booster Station. It was noted this is under the Pay-Now Option and \$29,630.93 is refundable. The Engineering Committee is requesting Board authorization to sign the Agreements with JCP&L.
- Final Quantities Change Order No. 1 for Radio Meter Conversion Program – Phase II in the credit amount of (\$8,395.00) which accounts for 35 meters, which were not installed. It was noted the residents were not available at the time of installation and the Authority will install at a later date.
- Installation of Hyson Road Water Treatment Plant Recycle Pump Upgrade. Request for quotations were sent out and the Authority received two (2) quotes ranging in price from a low of \$34,000.00 to a high of \$69,120.00. We are recommending award to D&D Trenchless Solutions, Inc, in the amount of \$34,000.00. Mr. Harpell noted this project was budgeted for \$70,000.00 so it came in at a very good price.
- Closeout of Sewer/Water Emergency Repairs and Service Work Contract. D&D Utility Contractors, Inc. fulfilled their contractual obligations and the Authority recommends closeout of the contract.
- Authorization for Payment of Treatment Works Approval Permit Fee for Flair and Susan Drive Pump Station Rehabilitation Project. Mr. Quijano made a correction from his report. The engineer recalculated the fee and the payment amount changed from \$12,980.00 to \$11,990.00. The Engineering Committee is requesting approval from the Board to apply for the permit, which will be accompanied by payment.
- Well No. 16 Well House and Pumping Equipment – Authorizing Closeout and Release of Performance Bond to TKT Construction Co., Inc. The contractor has fulfilled their contractual obligations and has submitted the required contract closeout documents. The documents have been reviewed and we are recommending closeout of the contract.

Developer Projects:

- Westlake Master Association, Inc. – Authorizing the Execution of a Utility Easement. Mr. Quijano noted that this is an old developer project for the Butterfly Road Utility Extension Project. The resolution authorizes the acceptance of a 50' utility easement for the force main and water main that went through property at Westlake. Chairman Allmann stated that Westlake is requesting that this be memorialized by the Board.

Mr. Quijano gave an update on the 1-MG Elevated Water Storage Tank. The Authority assessed liquidating damages and informed the contractor that the total at this time is in the amount of \$15,149.00. It was noted this is for the cost the Authority incurred from our consultant who charge \$2,000.00 per month for the extra construction management effort as well as additional inspection time. The contractor is working on a minor punch list. There is also a discrepancy in the overflow height of the tank as the pressure was 1 psi less than expected. The manufacturer is aware of this and investigating is the problem. It was also noted that because of this discrepancy, the Authority has held the last payment until this issue is resolved.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer had no applications to discuss this month.

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

Mr. Diaz began his report with a copy of letter from a Jackson resident with regard to JTMUA employees who presented themselves in a professional manner. Mr. Diaz stated there are five individuals involved and the letter was also published in the Tri Town News. These individuals received a copy of the letter, which will go in their file as well as a certificate of appreciation.

Mr. Diaz also thanked the Commissioners who participated in the EPL Training, which is a benefit to the Authority as well as the ratepayers. The Authority will receive a total of \$2,250.00 credit against the insurance premium for 2011.

Mr. Diaz stated that the Finance Committee met on Tuesday, February 22, 2011. The total amount presented on the bill list was \$1,445,422.25 to be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$79,438.95 for Capital Projects;
2. Escrow Funds in the amount of \$5,205.59 for Developer Work;
3. Customer Deposit \$9,248.75 for Deposit Refund;
4. Revenue General Fund in the amount of \$1,351,528.96 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll as well as \$717,187.50 for the first quarter 2011 OCUA charge. Also stated, \$198,295.00 is being paid for the 2011 JTMUA employer PERS contribution.

- Mr. Diaz stated the last funds were received from NJEIT. The account will be closed out and the remaining funds of approximately \$598,756.71 will be transferred to the Authority's Capital Fund held with Parke Bank to support the 2011 capital needs.

PERSONNEL

Mr. Diaz discussed the following for personnel.

- Mr. Diaz discussed the resolution on the agenda this evening standardizing the Engineering Department hours. This was discussed with the Personnel and Finance Committee. This resolution will standardize to a forty (40) hour workweek for all Engineering personnel.
- Mr. Diaz discussed one resignation on the agenda this evening for Mr. Andrew Wilson. Mr. Wilson has been with the Authority since 1998 and has decided to pursue other employment opportunities. Mr. Wilson's position will not be filled until staffing requirements can be evaluated for the department. This will be discussed further with the Personnel and Engineering Committees.

7. Consent Resolution 2011-37 to 2011-39

2011-37 Resolution Ratifying Cash Management Report for January 2011

2011-38 Resolution Granting a Water & Sewer System Performance Guarantee Release to Strathallan at Jackson, LLC, Block 14501, Lot 4.01-4.18 (f/k/a Block 75.42, Lots 25.01-25.18) on the Tax Map of the Township of Jackson.

2011-39 Resolution Authorizing the Execution of a Utility Easement from Westlake Master Association, Inc.

Mrs. Rickabaugh made a motion to approve Resolutions 2011-37 to 2011-39. Mrs. Blake seconded the motion and it was passed unanimously.

8. Resolutions Offered:

2011-40 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Blake made a motion to approve Resolution 2011-40. Mr. Borys seconded the motion and it was passed unanimously.

2011-41 Resolution Authorizing the Execution of Amendment No. 1 to the Agreement Between the JTMUA and Leigh Realty to Extend Water and Sewer Infrastructure to the North-Central Region of Jackson Township.

Mrs. Rickabaugh made a motion to approve Resolution 2011-41. Mr. Borys seconded the motion and it was passed unanimously.

2011-42 Resolution Authorizing an Amendment to the Sewer & Water Service Agreement Between the Authority and Crystal Brook Condominium

Association, Inc. to Provide for Certain Required Repairs and Further Providing for an Equal Cost Sharing Between the Authority and the Association.

Mrs. Blake made a motion to approve Resolution 2011-42. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2011-43 Resolution Authorizing Closeout & Release of Performance Bond for Well No. 16 Well House and Pumping Equipment, Contract C8-00059A, to TKT Construction Company, Inc.

Mrs. Clayton made a motion to approve Resolution 2011-43. Mr. Borys seconded the motion and it was passed unanimously.

2011-44 Resolution Authorizing a Fixed Cost Agreement with JCP&L in the Amount of \$33,476.70 Under the Pay Now Option with \$29,630.93 Being Refundable Subject to Conditions and to Execute an Easement for the Legler Service Area Water System Improvements – Butterfly Road Water Booster Pump Station.

Mrs. Rickabaugh made a motion to approve Resolution 2011-44. Mr. Borys seconded the motion and it was passed unanimously.

2011-45 Resolution Approving Change Order No. 1 Final Quantities to In Line Services, Inc. for Radio Meter Conversion Program – Phase II, Contract C0-03306, in the Credit Amount of (\$8,395.00).

Mrs. Rickabaugh made a motion to approve Resolution 2011-45. Mrs. Clayton seconded the motion and it was passed unanimously.

2011-46 Resolution Authorizing the Award of the Hyson Road Water Treatment Plant Recycle Pump Upgrade Contract C1-05927 to D&D Trenchless Solutions, Inc., in the Amount of \$34,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2011-46. Mrs. Blake seconded the motion and it was passed unanimously.

2011-47 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment to the Treasurer of the State of New Jersey in the Amount of \$11,990.00 for the Permit Fee for Flair and Susan Drive Pump Station Upgrades as Required by the New Jersey Department of Environmental Protection, Division of Water Quality.

Mr. Borys made a motion to approve Resolution 2011-47. Mrs. Blake seconded the motion and it was passed unanimously.

20011-48 Resolution Authorizing Closeout and Release of Performance Bond for Water/Sewer Emergency Repair and Service Work, Contract C0-03205 with D&D Utility Contractors, Inc.

