

1/28/10

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 January 28, 2010."

Chairman Allmann requested a roll call.

The January 28, 2010 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 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, Thomas Gannon.

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.

At this time, Chairman Allmann noted that Mrs. Joyce Cladek was present. Mrs. Cladek has been appointed by the Township Council as Alternate Commissioner to the Authority, replacing Mrs. Debra Garofano. Chairman Allmann thanked Mrs. Garofano for her service with the Authority.

1. Approval of the Minutes of the 2010 Rate Hearing.

Mrs. Rickabaugh made a motion to approve the minutes of the 2010 Rate Hearing. Mrs. Clayton seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of December 17, 2009.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of December 17, 2009. Mrs. Clayton 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 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 provided the breakdown of the 2010 professionals proposals given to the Board and noted that it will be discussed at the February 4, 2010 Reorganization Meeting. It was also noted that the Authority has received a substantial number of special project engineer proposals and the Engineering Committee is recommending to accept the entire list of engineers and look for their individual expertise as needed during the 2010 year.
- The Association of Environmental Authorities Utility Management Conference is on March 9th and 10th at Trump Marina. The subject will be "Refocusing". If anyone is interested in attending please let us know as soon as possible. Mr. Harpell also noted that vendor displays would be present this spring.
- Mr. Harpell stated that the Fire Districts have been asking the Authority to consider attaching five-foot poles or markers to the hydrants so they are visible during leaf season and during heavy snow. It was noted that approximately 10 years ago, the Authority purchased the markers and the Fire Districts installed them. The Fire Districts would like the Authority to consider this again. It was noted that the last snowstorm, a couple of hydrants were damaged and this may have been avoidable with markers. With no objection from the Board, the Authority will start the process and it should take approximately 5 years to complete. Mr. Harpell stated that the Authority's Purchasing Department received very good pricing for markers at approximately \$4,500.00 per year. It was noted that there are approximately 1,400 hydrants in town.
- The next item discussed was the Metedeconk Lakes Water Main Feasibility Study. Mr. Harpell noted that Metedeconk Lakes will have approximately 800 homes when it is fully developed. Presently there is a single water main feeding across 195 to the project and for the purposes of water quality and redundancy, a second water main should be installed. The Engineering Committee has requested a price from Remington Vernick & Vena to evaluate the feasibility of a second main and is recommending award of this study to Remington Vernick & Vena at a cost of \$8,300.00.
- Mr. Harpell stated the Sewer Service Agreement with Clayton Companies and 526 LLC will be on hold this evening. In discussions with the engineer from Clayton Companies there are a few minor details to work out and will present this agreement at the February Public Meeting. Mr. Harpell stated that Clayton made a substantial investment in putting a sewer main down North County Line Road and is looking to reserve some capacity.
- Mr. Harpell discussed the replacement vehicles on the agenda this evening, noting there are presently three vehicles in poor condition. It was stated that the Authority was not initially looking to replace these vehicles at this time but the State Contract will expire early this year and if not ordered by January, the Authority cannot purchase at the State Contract Price. The present 2000 Dodge Caravan is running one cylinder short and we would like to replace with the Dodge Ram 1500 4WD at a cost of \$17,397.00 (List Price is over \$30,000.00). It was also noted that two other vehicles with over 175,000 miles, 1995 Ford F250 and 1998 Cheyenne Truck. The Cheyenne Truck was initially surplused in May 2008 and then other vehicles broke down so the Authority needed to keep this vehicle. The two Chevy Silverado 1500 2WD Trucks on the agenda for approval this month will replace these old vehicles. The trucks cost \$15,073.00 each.

Mr. Borys asked what is done with the old vehicles and Mr. Harpell responded that they are put up for sale on GovDeals.com. Mr. Borys asked if there were any old vehicles that were capable of towing a trailer for OEM. Mr. Harpell stated the Chevy Cheyenne might be capable and will keep for further discussion. This transfer could be done through an intergovernmental transfer if the Board does concur.

- Mr. Harpell noted that the Authority would hold the Union Contract until next month, noting that it is essentially resolved but there are a few details TWU wants to look at. We are looking 2.5-3.0% over the next years for salary increases. Mr. Gannon has been instrumental with this. It was noted that negotiations also include eliminating one of the most expensive medical plans, NJ Direct 10, which will reduce the cost for benefits. Mr. Gannon stated that the Authority is looking at some language changes, making it a more cost saving and efficient contract.
- Mr. Harpell noted the passing of Mr. James Holland. Mr. Holland had been with the Authority for nine years and was a wonderful person. The Holland had a lot of support from the Authority these past few days.

Administrative Committee Report

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

Public Relations Committee Report

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

Engineering Committee Report

Mr. Quijano discussed eleven items this month for Board Approval.

Capital Projects - Action Items

- Approval of Final Quantities Change Order No. 1 for the demolition of Ground Storage Tank to Brayco, Inc. This change order is needed in order to proceed with the contract closeout. The Authority is pleased to report the amount will be a decreased amount of (\$800.00). The original contract amount was \$36,000.00 and will now be \$35,200.00. Chairman Allmann noted this was due to a hydrant that needed to be installed, which will be supplied and installed by D&D Utility Contractors.
- Approval for Change Order No. 3. to Eagle Construction Services, Inc. for the Manhattan Street Water Treatment Plant. The change order consists of various items, deletions and additions in the project contract. The decrease in the contract amount is (\$58,458.00). These changes are attributed to three items. First, the deletion of potassium permanganate system, second is changing valve actuators and design changes for the ceiling firewall. The total credit amount is (\$58,458.00). There are also additions to the contract which will cost \$55,371.00 and including additional concrete easement, adding tempered water for eyewash to meet code requirements, changing the size of metal lockers, adding stone around the filter vessel area and furnishing and installing shower enclosures in the men's and women's locker rooms and miscellaneous minor material upgrades. The total price will be a decreased amount of (\$3,087.00). The revised contract total amount will be decreased from \$8,259,677.00 to \$8,256,590.00.

- Authorization and Release of Performance Bond for SCADA System Improvements Phase III to Scalfio Electric, Inc. Scalfio Electric had fulfilled their contractual obligations and has submitted the required contract closeout documents for the referenced projects. Mr. Quijano is pleased to inform the Board there is a savings of \$29,528.35. The original contract amount was \$657,000.00 and final contract amount is \$627,471.65.
- Closeout and Release of Performance Bond for the 2009 Infrared Paving, Contract No. C9-94943. The staff has reviewed all the closeout documents and is recommending release of the performance bond for this project.
- Closeout for the Water/Sewer Emergency Repair and Service Work, Contract No. C8-00057. We are authorizing closeout and release of performance bond to D&D Utility Contractors, Inc. who has fulfilled their contractual obligations.
- The next item is in connection with the proposed Legler Water Main Extension. In order to move forward with the bids, we need to apply for a permit with BSDW to the NJDEP and need authorization to pay the permit fee in the amount of \$11,250.00.
- Furnish and installation of the Fume Hood at the existing Hyson Water Treatment Plant. This was advertised on the JTMUA website since January 14th and received one quote from Albert Lee Construction in the amount of \$19,300.00. The Engineering Committee has reviewed and is recommending installation of the fume hood. Chairman Allmann noted this came in well under our cost estimate.
- Mr. Quijano noted there are four resolutions for the connection of the Jackson Memorial High School, the Jackson Administration Building, The School District Transportation Office and Switlik School. The Engineering Committee has reviewed and is recommending final water approval to the Jackson Board of Education. Chairman Allmann noted that this was an agreement with the Board of Education for the trade of properties and the Authority would waive connection fees for these four properties.

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

DEVELOPER PROJECT

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers stated there is one approval on the agenda this evening.

- Hurricane Harbor Water Ride Project – Block 3101, Lot 11. This is a preliminary and tentative water and sewer application review. The applicant, Six Flags Great Adventure, is proposing to construct a water ride in the Hurricane Harbor Water Park. The applicant proposes to relocate 175 linear feet of ductile iron pipe and add a two-inch service for the rides punch pool and also proposes to a force main that will be connected to the manholes which are used for backwash for the pool system. We recommended this approval in January 18, 2010 letter to the Board.

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

Mr. Diaz stated that starting with the Financial Reports, he will hold on handing out the Statement of Revenues and Expense and Balance Sheet reports for December 2009 since the Authority is in the middle of closing out the year. The Auditors began their preliminary audit and will be back in February to continue and at the conclusion of the audit, will produce the final Statement of Revenue and Expense and Balance Sheet reports for 2009.

Mr. Diaz stated that the Finance Committee met on Monday, January 25, 2010 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,683,253.42. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$194,839.59 for Capital Projects;
2. NJEIT Project Fund in the amount of \$981,694.39 for NJEIT Projects;
3. Escrow Funds in the amount of \$13,980.27 for Developer Work;
4. Revenue General Fund in the amount of \$492,739.17 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$492,739.17 include \$185,000 for funding the payroll account.

- Mr. Diaz stated that he handed out two items; the 2009 Budget Line Adjustments and the Restriction of Funds reports. With regard to the Budget Line Adjustments, the Finance Committee reviewed the list of adjustments. The purpose is to cover shortfalls on individual expense line items by reclassing budget dollars from one expense line projected to come in under budget to other line items expected to come in over budget. This is memorializing by resolution. It was noted there was one change due to inventory this year that decreased and affected operations. This adjustment was made to the chemicals line item. It was noted this has zero net effect on the overall budget.
- With regard to the annual restriction of funds, Mr. Diaz handed out "Schedule A" which details the transfer of funds. Mr. Diaz stated that on an annual basis, the Authority transfers funds from our General Fund, trust accounts, over to Capital Fund. It was noted that last month \$2,269,932.53 was transferred along with some changes in accordance to the schedule, which will help to fund the 2010 Capital Budget. There is a resolution on the agenda this evening to memorialize this transfer of funds.
- Banking investments. Mr. Diaz stated that the New Jersey Cash Management accounts have been earning approximately .34%. This month, using one of the Authority's approved banks, Parke Bank, Mr. Diaz transferred just over \$6,000,000.00 representing the Capital Reserve Fund and Manhattan Street Project Fund to Parke Bank at a rate of 1%.
- Mr. Diaz discussed two annual renewals on the agenda this evening. The first renewal is for Computer Services. It was noted that last month this was held, pending a second proposal. The Authority has received two proposals and U1 of Jackson is the most responsive under contract No. C0-00020, in the amount of \$17,000.00. This is an eleven-month contract with a monthly rate of \$925.00 and a \$95.00 hourly rate.
- Mr. Diaz discussed the second renewal for the Mandatory Drug and Alcohol Testing Services Agreement. It was noted this service used to be coordinated by Conner Strong who contracted out Valley Medical Health. Conner Strong is no longer managing this service. The Authority requested proposals and Valley Medical Health is not interested in submitting due to their location and distance to the Authority. This evening there is a resolution on the agenda awarding services to Dafeldecker & Associates under Contract No. C0-00021 in the amount of \$3,000.00, which is compatible to what was paid for these

services in past years. It was noted this is also an eleven-month contract in an attempt to keep contracts on a calendar year in accordance with the Authority's fiscal year.

- Discussion continued with regard to Ocean County Energy Co-Operative Pricing System (OCECPS), which is an organization the Authority belongs to for attaining competitive utility pricing. Mr. Diaz stated that we have been involved with this organization for many years. They go out for pricing on utilities such as electric and gas. The OCECPS did go out for bid in December 2009, and have secured a fixed rate for 24 months. Mr. Harpell stated that this fixed rate would benefit the Authority especially during the higher demands during the summer months.

PERSONNEL

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

- Mr. Joseph Ganzy is being promoted from Sewer Repairer/Water Repairer to the budgeted new title Building Maintenance Worker/Groundskeeper, with an effective date of February 1, 2010. It was noted, with 30-40 facilities, the Authority is in need of building maintenance worker.
- Mr. Diaz discussed the new hire of Mr. John Daut to fill the vacant Sewer Repairer/Water Repairer position. This is a budgeted position and will fill Mr. Ganzy's position. The start date is February 1, 2010, with an hourly rate of \$12.51.
- Mr. Diaz stated the next two hires are replacement/open positions. Mr. Ronald Puckett as a Sewer Repairer/Water Repairer, starting on February 16, 2010 at an hourly rate of \$12.51. Mr. Puckett will start in the dual title with the intention of moving up to an Operator position. Mr. Puckett will be replacing Mr. James Holland. The second new hire is Mr. Peter Neely, under the title Sewer Repairer/Water Repairer/Water Treatment Plant Operator to fill an open budgeted field position. Mr. Neely's start date is February 16, 2010 with an hourly rate of \$17.72.
- Mr. Diaz discussed one item on the agenda this evening for temporary help. It was noted that Mrs. Samantha Feinen was hired to fill in while a number of employees were out on disability. It was noted the resolution this evening is to ratify this hire and will allow Mrs. Feinen to continue in the position until all clerical staff return from disability. Mr. Diaz stated there are currently two employees on disability with one returning in mid February and the other returning the end of March.
- Mr. Harpell stated that the Union Contract was being held this month but since the percentage rate of salary increases has been established, the Authority would like to approve the 2.5 salary increase for the ten or so employees in the Non-Union Contract. Mr. Harpell also noted that the Authority approved a five year contract for these employees a couple of years ago and increase salaries each year based on the economic conditions.
- Mr. Diaz stated there has been a prescription provider change through the State Health Benefits Program from Caremark to Medco. As a reminder to everyone to please make sure you have received your new prescription cards and if not, please notify Mr. Diaz. This change was effective January 1, 2010.

6. Consent Resolutions 2010-01 to 2010-06

- 2010-01 Resolution Ratifying Cash Management Report for December 2009.
- 2010-02 Resolution Granting Preliminary and Tentative Water and Sewer Approval to Hurricane Harbor Water Ride Project, Block 3101, Lot 11 on the Tax Map of the Township of Jackson.
- 2010-03 Resolution Granting Final Water Approval to Jackson Township Board of Education - Jackson Memorial High School, Block 16601, Lots 10 & 11, on the Tax Map of the Township of Jackson.
- 2010-04 Resolution Granting Final Water Approval to Jackson Township Board of Education –School District Transportation Office, Block 16601, Lots 10 & 11, on the Tax Map of the Township of Jackson.
- 2010-05 Resolution Granting Final Water Approval to Jackson Township Board of Education – Switlik School, Block 16601, Lots 10 & 11, on the Tax Map of the Township of Jackson.
- 2010-06 Resolution Granting Final Water Approval to Jackson Township Board of Education – School Administration Building, Block 16601, Lots 10 & 11, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2010-01 to 2010-06. Mrs. Clayton seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2010-07 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2010-07. Mr. Borys seconded the motion and it was passed unanimously.

- 2010-08 Resolution Approving Final Quantities Change Order No. 1 to Brayco, Inc. for the Demolition of Ground Storage Tank No. 1, Contract No. C9-84026 in the Decreased Amount of (\$800.00).

Mrs. Rickabaugh made a motion to approve Resolution 2010-08. Mr. Borys seconded the motion and it was passed unanimously.

- 2010-09 Resolution Approving Change Order No. 3 to Eagle Construction Services for Manhattan Street Water Treatment Plant C7-00015 in the Credit Amount of (\$3,087.00).

Mrs. Rickabaugh made a motion to approve Resolution 2010-09. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2010-10 Resolution Authorizing Closeout and Release of Performance Bond for SCADA System Improvements Phase III C6-00057A with Scalfo Electric, Inc.

Mrs. Clayton made a motion to approve Resolution 2010-10. Mr. Borys seconded the motion and it was passed unanimously.

2010-11 Resolution Authorizing Closeout and Release of Performance Bond for 2009 Infrared Paving, Contract No. C9-94943 with Atlantic Infrared Paving.

Mrs. Blake made a motion to approve Resolution 2010-11. Mrs. Clayton seconded the motion and it was passed unanimously.

2010-12 Resolution Authorizing Closeout and Release of Performance Bond for Water/Sewer Emergency Repair and Service Work, C8-00057 with D&D Utility Contractors, Inc.

Mrs. Clayton made a motion to approve Resolution 2010-12. Mr. Borys seconded the motion and it was passed unanimously.

2010-13 Resolution Authorizing Payment to the Treasurer of the State of New Jersey in the Amount of \$11,250.00 for the Permit Fee for Legler Water Main Extension as Required by the New Jersey Bureau of Safe Drinking Water.

Mrs. Blake made a motion to approve Resolution 2010-13. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-14 Resolution Authorizing Award of Engineering Services for the Metedeconk Lakes Water Main Extension Feasibility Study, C0-03424 to RV&V in an amount not to exceed \$8,300.00

Mrs. Rickabaugh made a motion to approve Resolution 2010-14. Mr. Borys seconded the motion and it was passed unanimously.

2010-15 Resolution Awarding a Fair and Open Contract for the Installation of the Hyson Water Treatment Plant Fume Hood, Contract No. C0-03627 to Albert Lee Construction, Inc. in the Amount of \$19,300.00.

Mrs. Blake made a motion to approve Resolution 2010-15. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-16 Resolution Authorizing the Restriction of Authority Funds.

Mrs. Clayton made a motion to approve Resolution 2010-16. Mrs. Blake seconded the motion and it was passed unanimously.

2010-17 Resolution Authorizing the Purchase of One (1) Dodge Ram 1500 4WD Truck State Contract A73866, T2099 from Hertrich Fleet Services, Inc. for the Sum of \$17,397.00 under JTMUA Contract No. C0-03525.

Mrs. Blake made a motion to approve Resolution 2010-17. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-18 Resolution Authorizing Purchase of Two (2) Chevy Silverado 1500 2WD Work Trucks State Contract A73866, T2099 from Hertrich Fleet Services, Inc. for the Sum of \$30,146.00 under JTMUA Contract No. C0-03526 & C0-03528.

Mrs. Rickabaugh made a motion to approve Resolution 2010-18. Mrs. Clayton seconded the motion and it was passed unanimously.

2010-19 Resolution Authorizing Dafeldecker Associates to Provide Mandatory Drug & Alcohol Testing Services in an amount not to exceed \$3,000.00 for the Authority Contract C0-00021.

Mrs. Blake made a motion to approve Resolution 2010-19. Mr. Borys seconded the motion and it was passed unanimously.

2010-20 Resolution Authorizing C0-00020 to U1 of Jackson LLC in the Amount of \$17,000.00 for On-Site Computer Services Through December 31, 2010

Mr. Borys made a motion to approve Resolution 2010-20. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-21 Resolution Approving Line Item Adjustments to the 2009 Water/Sewer Operating Budget.

Mrs. Blake made a motion to approve Resolution 2010-21. Mrs. Clayton seconded the motion and it was passed unanimously.

2010-22 Resolution Authorizing Promotion of Joseph Ganzy to Building Maintenance Worker/Groundskeeper.

Mrs. Blake made a motion to approve Resolution 2010-22. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-23 Resolution Authorizing the Provisional Hire of a Classified Employee – John Daut.

Mrs. Rickabaugh made a motion to approve Resolution 2010-23. Mrs. Blake seconded the motion and it was passed unanimously.

2010-24 Resolution Authorizing the Provisional Hire of a Classified Employee – Ronald Puckett.

Mrs. Blake made a motion to approve Resolution 2010-24. Mrs. Clayton seconded the motion and it was passed unanimously.

2010-25 Resolution Authorizing the Provisional Hire of a Classified Employee – Peter Neeley.

Mrs. Blake made a motion to approve Resolution 2010-25. Mrs. Clayton seconded the motion and it was passed unanimously.

2010-26 Resolution Memorializing the Appointment of a Temporary Employee

Mr. Borys made a motion to approve Resolution 2010-26. Mrs. Blake seconded the motion and it was passed unanimously.

2010-27 Resolution Authorizing Approval of Non-Union Employee Contract and Salary Adjustment to Non-Union Employees.

Mr. Borys made a motion to approve Resolution 2010-27. Mrs. Blake 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 December 17, 2009 Public Meeting adjourned.

End of Minutes