

## February 5, 2009 – Reorganization Meeting

Administrative Assistant 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 scheduled Reorganization Meeting of February 5, 2009.”

Administrative Assistant requested a roll call.

The February 5, 2009 Reorganization Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys, 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. Member Clayton was excused.

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.

Chairman Allmann stated that we would open the meeting to the public following the vote on appointments.

### 1. Appointment of Authority Officials

#### a) Chairman

Mr. Borys made a motion to appoint Mr. William Allmann as Chairman. Mrs. Blake seconded the motion and it was passed unanimously.

#### b) Vice-Chairman

Mrs. Rickabaugh made a motion to nominate Mrs. Carol Blake appointment of Vice-Chairman. Mrs. Garofano seconded the motion and the nomination was accepted.

Mrs. Blake made a motion to nominate Mrs. Vicki Rickabaugh appointment of Vice-Chairman. Mr. Borys seconded the motion and the nomination was accepted.

With no other nominations for Vice-Chairman, Chairman Allmann entertained a motion to close nominations. Mr. Borys moved and Mr. Lundy seconded the motion. Rickabaugh received five votes and was appointed Vice Chairman.

c) Secretary

Mrs. Rickabaugh made a motion to appoint Mrs. Carol Blake as Secretary. Mr. Borys seconded the motion and it was passed unanimously. With no other nominations, Chairman Allmann entertained a motion to close nominations. Mr. Borys moved and Mr. Lundy seconded the motion.

d) Treasurer

Mrs. Rickabaugh made a motion to appoint Mr. Richard Borys as Treasurer. Mrs. Blake seconded the motion and it was passed unanimously. There were no other nominations.

e) Assistant Secretary/Treasurer

Mr. Rickabaugh made a motion to appoint Mrs. Geneva Clayton. as Assistant Secretary/Treasurer. Mrs. Blake seconded the motion and it was passed unanimously. There were no other nominations.

2. Consent Resolutions

Appointment of Professional Advisors

- a. General & Labor Counsel - William Hiering of Hiering, Gannon & McKenna
- b. Bond Counsel - McManimon & Scotland
- c. Auditor - Hutchins, Farrell, Meyer & Allison
- d. Consulting Engineer - Remington, Vernick & Vena Engineers
  
- e. Special Projects Engineers - Alaimo Group  
Buchart Horn, Inc.  
CMX  
DW Smith Associates, LLC  
French & Parrello Associates  
Gravatt Consulting Group  
Hatch Mott MacDonald  
Maser Consulting  
Montgomery Watson Harza  
O'Brien & Gere Engineers  
O'Donnell, Stanton and Associates, Inc.  
T&M Associates

Mrs. Blake made a motion to appoint the aforementioned Consent Resolutions. Mrs. Rickabaugh seconded the motion and it was passed unanimously.



It was noted that all Public Meetings will be held on the fourth Thursday of each month with the exception of March, which will be held on March 19<sup>th</sup> and November and December Public Meetings would be held on the third Thursday due to the Thanksgiving and Christmas holidays.

Mr. Borys made a motion to approve the 2009-2010 JTMUA Meeting Schedule. Mr. Lundy seconded the motion and it was passed unanimously.

Authorizing Execution of Bank of New York/Mellon Facsimile Agreement.

Mrs. Blake made a motion to approve the Bank of New York/Mellon Facsimile Agreement. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

### 3. Other Matters

Appointment of Authority Committees

Mr. Allmann stated his recommendations for the following Authority Committees:

- |    |                            |  |
|----|----------------------------|--|
| a. | Administrative Committee   | C. Blake/D. Garofano/R. Borys – Alternate      |
| b. | Engineering Committee      | W. Allmann/C. Blake/V. Rickabaugh – Alternate  |
| c. | Finance Committee          | R. Borys/D. Garofano/V. Rickabaugh – Alternate |
| d. | Personnel Committee        | W. Allmann/G. Clayton/B. Lundy – Alternate     |
| e. | Public Relations Committee | R. Borys/B. Lundy/D Garofano - Alternate       |

Mr. Borys made a motion to approve the appointment of authority committees. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

### 4. 2009-44 Resolution Authorizing Payment to Lucas Brothers, Inc. for the Relocation of Utilities in Conflict with Ocean County Project on County Line Road, Contract No. C9-00024, in an Amount Not to Exceed \$7,653.00.

Mr. Harpell discussed the work being conducted by Lucas Brothers on North County Line Road, noting it is necessary to install one valve in the roadway to avoid shutting off the Shady Lake Mobile Home Park for an extended period. The Authority received a price from D&D Utility Contractors for \$11,000 and a price from Lucas Brothers to do the work for a price of \$7,653.00. The Authority would like to proceed and is recommending approval this evening

Mr. Borys made a motion to approve Resolution 2009-44. Mrs. Blake seconded the motion and it was passed unanimously.

### 5. Questions/Comments from the Public

At this time, Chairman Allmann opened the meeting to the public.

Mrs. Lorraine Martell, 12 Colorado Drive asked what time the Public Meetings begin. Chairman Allmann responded the meetings start at 5:30.

With no further questions from the public, Chairman Allmann closed the public portion of the meeting.

Mr. Harpell stated that the Authority received some information on the AEA Conference scheduled for March 10 & 11 in Atlantic City, noting some interesting topics will be discussed. The deadline to book rooms at the reduced rate is Monday and we ask that inform Joan as soon as possible if you will be attending.

Mr. Harpell made note that the letter regarding line insurance being offered to our customers through Home Service USA will probably go out in the next couple of weeks.

Mr. Harpell stated that the Authority was asked to prepare a list of accomplishments by the present Board since 2006. This was distributed to the Board this evening for review. Chairman Allmann went through the list for the record. Once formalized this can be entered on the JTMUA Website. The list included the following accomplishments.

- Individual Committee Meetings, Personnel, Engineering and Finance, meet monthly. Public Relations and Administrative Committees meet on an “As Needed” basis.
- Water and sewer rates have remained very stable going up only 2% in the past 2 ½ years.
- The Purchasing Department has been improved and has implemented some cost saving with a new cell phone and uniform contracts, which has reduced contracts by approximately 30%.
- The JTMUA has a new website since 2008 thanks to Commissioner Lundy.
- The JTMUA has hired an in-house inspector which is a nice cost savings for the Authority
- There have been several Shared Service Initiatives (Interlocal Agreements with Jackson Board of Education, Jackson Township and Ocean County and Brick MUA), which save the ratepayers money.
- New Organizational and Salary Ranges adopted in October 2007.
- Personnel Policies and Procedures Manual adopted in June 2008.
- New Policy for Tuition Reimbursement as a Sidebar to Union Contract. The Authority is allowing personnel to bank some vacation time, which will allow the Authority to front the money for continuing education.
- Hardship Criteria to assist people in paying connection fees. This was done through a Township Ordinance.
- Radio Read Meter Conversion Program. The Authority is looking to change out 12% of the meters in town this year, which will increase efficiencies in meter reading.
- New style Irrigation Meter deployed in Westlake to eliminate winterization damage. The staff found an irrigation meter that would not be damaged during winterization.
- At the request of several customers, Home Service USA was retained to offer water and sewer line insurance. The Authority does not benefit from this service but Home Service USA will give a charitable contribution to the Township at the end of the year for any customers that sign up.
- Ocean County Utilities Authority. The Authority’s biggest expense and the bills are down approximately 10% with the present Board. OCUA has offered a \$560,000 credit for billing discrepancies.
- The Authority’s first sewer master plan completed in 2008 under this Board.

Chairman Allmann also mentioned:

- Water Master Plan will be brought up to date.
- Inventory Control is phenomenal. A complete inventory can now be completed in 25% of the time.

- The new water treatment plant.
- Interconnect with Howell Township.

Mrs. Rickabaugh thanked Mr. Harpell and Mr. Diaz for their work at the Authority and their leadership.

Chairman Allmann noted that the Board has had a number of accomplishments in the two years and is looking forward to his third year as Chairman. He appreciates all the Board members, the Professionals and the Authority Staff; who make the Authority what it is today. We appreciate the public at our meetings and always have an open door policy. This Authority is run as a team and welcome Mr. Borys for his five-year appointment. Mr. Borys stated that he looks forward to working with this Board, noting that he has worked with several Boards and this particular Board works together as a team. He noted that he looks forward to the meetings and appreciates working with the staff. When there are issues they get resolved. Mr. Borys also noted the environmental aspects he brings to this Board have been an asset. Mr. Borys thanked the Board and looks forward to the next five years.

Mr. Diaz stated that there will be an Elected Officials Seminar in Plumstead if any of the Commissioners are interested in attending. This is the seminar that allows the Authority a \$250 credit off the JIF insurance.

Chairman Allmann stated that the Commissioners should have all received their Financial Disclosure forms that need to be returned by March 1, 2009. Mr. Harpell stated that the Authority will distribute blank forms if needed.

With no further matters to discuss, Mr. Lundy made a motion to adjourn. Mr. Borys seconded the motion and it was unanimously passed. Chairman Allmann declared the February 5, 2009 Reorganization Meeting adjourned.

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End of Minutes

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