

**February 28, 2008**

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 regular scheduled Public Meeting of February 28, 2008."

Chairman Allmann requested a roll call.

The February 28, 2008 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys 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 Hering. Members Clayton and Rickabaugh were excused from this meeting.

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.

1. Approval of the Minutes of the Open Session Public Meeting of January 24, 2007.

Mrs. Borys made a motion to approve the minutes of the Open Session Public Meeting of the January 24, 2008. Mrs. Blake seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Open Session Reorganization Meeting of February 7, 2008.

Mr. Borys made a motion to approve the minutes of the Open Session Reorganization Meeting of January 7, 2008. Mrs. Blake seconded the motion and was passed unanimously.

3. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

Present from the Public was Mr. Chris White, from Lennar who had two resolutions on the agenda this evening for approval. Mr. White had no questions or comments.

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 up-coming dinner meeting at the Municipal Utilities Authorities Association on March 13, 2008. The dinner is being held at the Captains Inn in Lacey and if anyone is interested in attending, please let Joan know.
- Mr. Harpell stated that the Authority has identified a new meter for the irrigation usage at Westlake, which has been discussed with the Engineering and Finance Committees. This is a fluid oscillation meter without any moving components. Discussion ensued regarding a deficiency in the bid received in February and the plan to re-bid the project in March. This will be presented to the Board for approval at next month's public meeting.
- Mr. Harpell discussed the Executive Director's contract, which is up for renewal and the Business Administrator's merit increase.

### **Engineering Committee Report**

The Engineering Committee met on February 26, 2008 and Mr. Harpell discussed the following new items this month.

### **Capital Projects**

#### **Action Items**

- Emergency Repair for the Flair Pump Station Contract No. C7-00010. This is to grant closeout and maintenance bond acceptance for CFM Construction.
- Metedeconk Interceptor Force Main Air Release Valve Upgrades, Contract No. C6-000133A. This to grant closeout and performance bond release to D&D Utility Contractors.
- SCADA System Improvements Phase II, Contract No. C6-00132. This is to grant a closeout and performance bond release to Scalfo Electric.
- SCADA System Improvements Phase III, Contract No. C6-00157A. The Authority was not sure this would make the agenda this month. There were two competitive contracting bids received, one for \$645,000.00 and one at \$657,000.00. The low bidder had some technical issues in their bid. The Authority wishes to award to Scalfo and it was stated that there will most likely be a credit coming back on the job due to several value engineering proposals.
- Construct Test Well #16, Contract No. C6-00138 to William Stothoff Company. This is a final quantities credit in the amount of \$40,800.00.

## **OTHER**

### **Action Items:**

- 2007 Neptune Water Meter Acquisition. Contract C7-00002 to grant a closeout and performance bond release to Rio Supply.
- 2007 Sensus Water Meter Acquisition. Contract C7-00001 to grant a closeout and performance bond release to H.D. Waterworks Supply.

The Authority is using these companies again in 2008 and would like to closeout the 2007 contracts.

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

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following development applications on the Engineers Report of February 28, 2008 and requesting approval from the Board.

Mr. Dittenhofer stated that developments are noted in blue on the development map if anyone is interested in viewing prior to approval this evening.

- CVS Pharmacy, tentative and final water and sewer approval. The applicant is proposing to construct a 12,900 sq ft building on West Veterans Hwy, west of Don Conner Blvd. We recommended this approval in our February 19, 2008 letter to the Board.
- Faraday Office Building, preliminary water and sewer approval is proposing to construct a 17,910 sq ft office building on the NE side of Whitesville Road, south of Faraday Avenue. It was noted that the project is located in Jackson Township and on the Toms River Township border. They are proposing a water connection with United Water System and with respect to sewer, connection is proposed with the Toms River Sewer System. An agreement between Jackson MUA and Toms River MUA must be submitted.
- Six Flags Great Adventure Wild Mouse Ride. The applicant is proposing to construct an indoor roller coaster amusement park ride inside the theme park. We recommended this approval in our February 19, 2008 letter to the Board.
- M&S Office Building. The property group is proposing to construct a 5,200 sq ft office building on the North side of County Line Road. The applicant is applying for preliminary water and sewer approval at this time. We recommended this approval in our February 19, 2008 letter to the Board.

There are two Authority Approval items on the agenda this evening as follows:

- The Reserve at Jackson. We recommended a release of the water performance guarantee as per our February 21, 2008 letter to the Board.
- The Reserve at Fox Hollow 3 – We recommended a release of the water/sewer performance guarantee as per our February 21, 2008 letter to the Board.

## **Public Relations Committee Report**

Mr. Harpell stated that there would be no Public Relations Committee Meeting this evening.

## **Administrative Committee Report**

Mr. Harpell stated that the Administrative Committee did not meet this month.

5. Business Administrator's Report  
Finance Committee Report  
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, February 25, 2008, discussing and recommending approval of items on the agenda this evening. The Finance Committee reviewed the bills and the total voucher list amount submitted this evening in the amount of \$1,310,411.07 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$198,488.59 for capital projects;
2. Escrow Funds in the amount of \$44,861.79 for Developer Work;
3. Customer Deposit in the amount of \$12,652.70 for Deposit Refund;
4. Revenue General Fund in the amount of \$1,054,407.99 for Operating Expenses.

Mr. Diaz stated that the total operating expenses of \$1,054,407.99 includes \$150,000.00 for funding the Payroll account and \$731,055.00 for the first quarter 2008 OCUA installment.

It was noted at this time that the 2007 audit is continuing.

Mr. Diaz discussed the following items:

## **Personnel**

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

- Mr. Diaz discussed a new hire, Mr. Michael Feinen, who will begin work on Friday March 7<sup>th</sup> as Laborer to fill an open budgeted position.
- Mr. Diaz discussed the Civil Service Title Promotions, title changes only, no salary change for the following people: Carolyn Mauro to Management Assistant, Lawrence McCurdy, Mechanic Helper and Jeffery Masker, Mechanic Helper.
- Mr. Diaz discussed the salary reviews on the agenda this evening as follows: Mr. Peter Canal, Principal Engineer, Mr. Edward Mogila, Water and Sewer Utilities Superintendent, Mr. Andreas Asch, Assistant Water & Sewer Utilities Superintendent and Mr. Michael Decker, Supervisor of Technical Maintenance. These items were discussed with both the Finance and Personnel Committees and both are approving this evening.

6. Consent Resolutions 2008-46 to-2008-52

- 2008-46 Resolution Ratifying Cash Management Report for January 2008.
- 2008-47 Resolution Granting Tentative and Final Water Approval to CVS Pharmacy, Block 40, Lot 35, on the Tax Map of the Township of Jackson.
- 2008-48 Resolution Granting Preliminary Sewer and Water Approval to Faraday Office Building, Block 22105, Lot 1.01, on the Tax Map of the Township of Jackson
- 2008-49 Resolution Granting a Performance Release to the Reserve at Fox Hollow, Section 3, for Water and Sewer Improvements, Block 66.01, Lots 7 and 8 on the Tax Map of the Township of Jackson.
- 2008-50 Resolution Granting a Performance Bond Release to Lennar for Reserve at Jackson (A/K/A Independence Estates) Water, Block 40, Various Lots.
- 2008-51 Resolution Granting Preliminary Sewer and Water Approval to M&S Office Building, Block 7309, Lot 11, on the Tax Map of the Township of Jackson.
- 2008-52 Resolution Granting Tentative Sewer and Water Approval to Six Flags Great Adventure Wild Mouse Ride, Block 1, Lot 27.01, on the Tax Map of the Township of Jackson

Mr. Borys made a motion to approve Resolutions 2008-46 through 2008-52. Mrs. Blake seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2008-53 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mr. Borys made a motion to approve Resolution 2008-53. Mr. Garofano seconded the motion and it was passed unanimously. Chairman Allmann and Mrs. Blake abstained from voting on their personal vouchers.

- 2008-54 Resolution Authorizing Closeout and Maintenance Bond Acceptance for Emergency Repairs of the Flair Pump Station, Contract No. C7-00010, with CFM Construction, Inc.

Mrs. Blake made a motion to approve Resolution 2008-54. Mr. Garofano seconded the motion and it was passed unanimously.

- 2008-55 Resolution Granting a Closeout and Release of Performance Bond for Metedeconk Interceptor Force Main Air Release Valve Upgrades, Contract No. C6-00133A with D&D Utility Contractors, Inc.

Mr. Borys made a motion to approve Resolution 2008-55. Mrs. Blake seconded the motion and it was passed unanimously.

2008-56 Resolution Granting a Closeout and Performance Bond Release to Scalfo Electric, Inc. for SCADA System Improvements – Phase II, Contract No. C6-00132.

Mrs. Borys made a motion to approve Resolution 2008-56. Mrs. Blake seconded the motion and it was passed unanimously.

2008-57 Resolution Awarding SCADA System Improvements – Phase III, Contract No. C6-00157A to Scalfo Electric, Inc., based on Alternate “Bid A”, in the amount of \$657,000.00.

Mrs. Blake made a motion to approve Resolution 2008-57. Mr. Borys seconded the motion and it was passed unanimously.

2008-58 Resolution Approving Change Order No. 2 – Final Construct Test Well No. 16, Contract No. C6-00138 to William Stothoff Co., Inc., in the Credit Amount of (\$40,800.00).

Mr. Borys made a motion to approve Resolution 2008-58. Mrs. Blake seconded the motion and it was passed unanimously.

2008-59 Resolution Granting a Closeout and Performance Bond Release to Rio Supply, Inc. d/b/a SLC Meter East for 2007 Neptune Water Meter Acquisition, Contract No. C7-00002.

Mrs. Blake made a motion to approve Resolution 2008-59. Mr. Borys seconded the motion and it was passed unanimously.

2008-60 Resolution Granting a Closeout and Performance Bond Release to H.D. Supply Waterworks, LTD for 2007 Sensus Water Meter Acquisition, Contract No. C7-00001.

Mrs. Blake made a motion to approve Resolution 2008-60. Mr. Borys seconded the motion and it was passed unanimously.

2008-61 Resolution Ratifying the Permanent Hire of a Non-Competitive Classified Employee

Mr. Borys made a motion to approve Resolution 2008-61. Mrs. Blake seconded the motion and it was passed unanimously.

2008-62 Resolution Authorizing Promotion of Carolyn Mauro to Management Assistant

Mr. Borys made a motion to approve Resolution 2008-62. Mr. Garofano seconded the motion and it was passed unanimously.

2008-63 Resolution Authorizing Adjustment to the Business Administrator's Salary.

Chairman Allmann stepped down from the chair and made a motion to approve Resolution 2008-63. Mr. Borys seconded the motion and it was passed unanimously.

2008-64 Resolution Authorizing Adjustment to the Principal Engineer's Salary

Mrs. Blake made a motion to approve Resolution 2008-64. Mr. Garofano seconded the motion and it was passed unanimously.

2008-65 Resolution Authorizing the Execution of a Five-Year Contract with the Executive Director.

Mrs. Blake made a motion to approve Resolution 2008-65. Mr. Borys seconded the motion and it was passed unanimously.

2008-66 Resolution Authorizing Promotion of Lawrence McCurdy to Mechanics Helper

Mrs. Blake made a motion to approve Resolution 2008-66. Mr. Garofano seconded the motion and it was passed unanimously.

2008-67 Resolution Authorizing Promotion of Jeffrey Masker to Mechanics Helper

Mr. Borys made a motion to approve Resolution 2008-67. Mr. Garofano seconded the motion and it was passed unanimously.

2008-68 Resolution Authorizing Adjustment to the Supervisor of Technical Maintenance's Salary

Mrs. Blake made a motion to approve Resolution 2008-68. Mr. Garofano seconded the motion and it was passed unanimously.

2008-69 Resolution Authorizing Adjustment to the Water and Sewer Utilities Superintendent's Salary.

Mr. Lundy made a motion to approve Resolution 2008-69. Mr. Garofano seconded the motion and it was passed unanimously.

2008-70 Resolution Authorizing Adjustment to the Assistant Water and Sewer Utilities Superintendent's Salary.

Mr. Borys made a motion to approve Resolution 2008-70. Mrs. Blake seconded the motion and it was passed unanimously.

2008-71 Resolution Designating the Newark Star Ledger as Official Secondary Newspaper.

Mrs. Blake made a motion to approve Resolution 2008-71. Mr. Borys seconded the motion and it was passed unanimously. At this time it was noted that local papers do not qualify for secondary paper and Newark Star Ledger was approved.

There was no closed session this evening.

8. Other Matters

With no further matters to discuss, Mr. Borys made a motion to adjourn. Mr. Lundy seconded the motion and it was passed unanimously. Chairman Allmann declared the February 28, 2008 Public Meeting adjourned.

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End of Minutes

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