

**March 27, 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 March 27, 2008."

Chairman Allmann requested a roll call.

The March 27, 2008 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 and Chairman Allmann, Alternate Members Garofano 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. Alternate Member Lundy was 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 February 28, 2007.

Mr. Borys made a motion to approve the minutes of the Open Session Public Meeting of the February 28, 2008. Mrs. Blake seconded the motion and was passed unanimously. Mrs. Clayton and Mrs. Rickabaugh abstained.

2. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

Present from the Public was Mr. Thomas Gough, from S/K Jackson Green Associates and Mr. Jeff Staiger, from Remington, Vernick and Vena. With no questions or comments, Chairman Allmann closed the public portion of the meeting.

3. 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 purchase of three automatic flushers for the system. The automatic flushers would be utilized in some of the dead ends through town where the water can become stagnant. This purchase is from Caterina Supply in the amount of \$6,760.56.

- Mr. Harpell discussed the repair of a failed motor on Well #8. The cost to repair will be approximately \$10,000.00, noting that the Authority is presently requesting quotes. Mr. Harpell stated that if the Board approves, the Authority would like to repair Well No. 8 prior to the next public meeting and formalize the cost at the meeting.

### **Engineering Committee Report**

The Engineering Committee met on March 20, 2008 and Mr. Harpell discussed the following items this month.

### **ACTION ITEMS**

- Water and Sewer Repair Service Work Contract C6-00147 granting a Closeout and Performance Bond Release to D&D Utility Contractors for the 2007 Emergency and Sewer Repair Work. It was noted that a contract has been issued for 2008 and this is to closeout the 2007 contract.
- Mr. Harpell discussed bids received for the Phase III Lateral Inspections for Westlake Village. Since 2003 Developers have been obligated to televise the sewer mains and laterals they installed but Westlake was developed before 2003 and they did not have this requirement. The Authority found some problems in the first few sections and it is in the Authority's best interests to make sure that all deficiencies are identified and repaired before releasing the developer's bonds. It was noted that D&D Utility Contractors was the low bidder on this contract for \$38,595.00.
- Change Order No. 1 for the Final Sanitary Sewer System Evaluation Phase 6A to D&D Utility Contractors. It was noted that this was a unit price contract and D&D Utility Contractors had to do more work, specifically heavy cleaning of the sewers, than anticipated under the original contract, so the price ran higher. The contract amendment is for \$11,499.66, which brings the original contract from \$88,955.21 to \$100,454.87.
- The next item discussed were the SmartMeters as a good option for Westlake Irrigation System. These meters will replace the existing Sensus Meters. One bid was received for \$30,660.50 from Delta Engineering for Contract No. C8-00023A. The Sensus meters will be re-utilized in the system so the net cost will be minimal.
- It was noted that there were two cash releases on the agenda this evening for the Board's approval. The first is granting a cash performance bond release to Village Gate Associates, LLC, for Brook Plaza, Block 124, Lot 1 (old block and lot references). They provided a \$2,427.00 cash maintenance bond and we are requesting Board approval prior to issuing a check. The second resolution is authorizing a developers escrow refund to Orleans Homebuilders for Grawtown Estates. It was noted that Orleans sent a letter a few months back stating that they do not have any more interest in the Grawtown Estates Project and are requesting an escrow refund of \$81,480.26.

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 dated March 27, 2008 and requesting approval from the Board. It was noted that there are two development applications and three performance guarantee releases.

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

- Mark Properties Major Subdivision, Block 2801, Lots 66 & 67 is requesting final water approval. The applicant is proposing to construct subdivision between Anderson Road between Peacock Lane and Winterberry Blvd. The applicant is applying for water service at this time and proposes to install an 8-inch dry water main. We recommended this approval in our March 17, 2008 letter to the Board.
- Joseph Family Enterprises is requesting preliminary water and sewer approval at this time. The applicant is proposing to construct a 22,000 sq ft strip mall at the intersection of Patterson and West Commodore Blvd. The applicant is applying for preliminary services at this time and proposes to service the site with an on-site well and septic system. We recommended this approval in our March 17, 2008 letter to the Board.
- The next item is granting a Sanitary Sewer & Water Performance Bond Release to WaWa Store 933 on North Hope Chapel Road and Veterans Highway. We recommended this performance guarantee release in our March 17, 2008 letter to the Board.
- Granting a Sewer System/Pump Station & Water Performance Bond Release to Lennar for the Reserve at Fox Hollow Section 2. We recommended this approval in our March 17, 2008 letter to the Board.
- Granting a Sanitary Sewer System/Pump Station and Water Performance Bond Release to Jackson Green Apartments. We recommended this release in our March 17, 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.

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

Mr. Diaz stated that the Finance Committee met on Monday, March 24, 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 \$679,155.85 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$128,301.96 for capital projects;
2. Construction Fund in the amount of \$122,265.54 for Bond Projects;
3. Escrow Funds in the amount of \$116,651.71 for Developer Work;
4. Revenue General Fund in the amount of \$311,936.64 for Operating Expenses.

Mr. Diaz stated that the total operating expenses of \$311,936.54 includes \$160,000.00 for funding the Payroll account.

Mr. Diaz discussed two banking resolutions on the agenda this evening:

- The Bank of New York Facsimile Agreement to update our records with the bank allowing us to wire transfer and having the appropriate names listed for those who can send transfers. The bank does a call back to verify who sent the wire transfer and that it is legitimate.
- The next resolution is to unrestrict \$600,00.00 from the New Jersey cash Management Manhattan Street Project Fund to the Bank of New York Revenue General Fund. It was noted that there is a requirement from the Bank of New York to maintain three months of operations within our revenue general fund at the end of each quarter. This quarter we fell short due to a decrease in connection fees. This will be corrected during the year and the \$600,00.00 will be reinvested back into our trust account, just a transfer of funds.
- Mr. Diaz discussed the resolution on the agenda this evening formalizing hardship criteria for the implementation of Township Ordinance 23-07.
- Mr. Diaz discussed a failure on the Legler Well Pump #1. A.C. Schultes will evaluate the pump for \$3,995.00. The Township will reimburse this and any further instructions for actually repairing the pump will be directed by the Township.
- The next item is an Emergency Repair for a vac truck, which went through a federal safety inspection and has been recommended that the rear brakes be changed out. We have an approved vendor, Allied Diesel who supplied a proposal in the amount of \$3,701.88. The truck needs to be back on the road as soon as possible therefore the repair will be made and ratified at next month's public meeting. It was agreed that this was a reasonable quote for repairs.

There was no Personnel Committee Meeting this month.

Chairman Allmann entertained a motion to accept all the reports discussed this evening from all the Committees. Mrs. Rickabaugh made a motion to approve. Mrs. Blake seconded the motion and it was passed unanimously.

5. Consent Resolutions 2008-72 to-2008-80

2008-72          Resolution Ratifying Cash Management Report for February 2008.

- 2008-73      Resolution Granting a Sanitary Sewer System/Pump Station and Water performance Bond Release to S/K Jackson Green Associates, LLC for Jackson Green Apartments, Block 128.01, Lot 25.02.
- 2008-74      Resolution Granting Preliminary Sewer and Water to J-Plaza, Block 2604, Lot 1 on the Tax Map of the Township of Jackson
- 2008-75      Resolution Granting Final Water Approval to Mark Properties Major Subdivision, Block 2801, Lots 66 & 67 (Formerly Block 3.01, Lots 4 and 5) on the Tax Map of the Township of Jackson.
- 2008-76      Resolution Granting a Sewer System/Pump Station & Water Performance Bond Release to Lennar for the Reserve at Fox Hollow Section II.
- 2008-77      Resolution Granting Cash Maintenance Bond Release to Village Gate Associates, LLC for a Portion of Brook Plaza, Block 124, Lot 1 on the Tax Map of the Township of Jackson.
- 2008-78      Resolution Granting a Sanitary Sewer & Water Performance Bond Release to Wawa Sore No. 933, Block 58.01, Lot 1, on the Tax Map of the Township of Jackson.
- 2008-79      Resolution Authorizing the Release of Escrow in the Amount of \$81,480.26 to New Orleans Home Builders, LLC, for Project Known as Grawtown Estates, Block 32.01, on the Tax Mp of the Township of Jackson.
- 2008-80      Resolution Authorizing Execution of the Bank of New York Facsimile Agreement.

Mrs. Rickabaugh made a motion to approve Resolutions 2008-72 through 2008-80. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2008-81      Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2008-81. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2008-82      Resolution Granting a Closeout and Performance Bond Release to D&D Utility Contractors, Inc. Water/Sewer Emergency Repairs & Service Work, Contract No. C6-00147.

Mrs. Rickabaugh made a motion to approve Resolution 2008-82. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2008-83      Resolution Awarding Westlake Village Phase III Lateral Video Inspection, Contract No. C8-00024 to D&D Utility Contractors, Inc. in the Amount of \$38,595.00.

Mr. Borys made a motion to approve Resolution 2008-83. Mrs. Clayton seconded the motion and it was passed unanimously.

2008-84 Resolution Approving Final Quantities Change Order No. 1 to D&D Utility Contractors, Inc. for Sanitary Sewer System Evaluation – Phase 6A, Contract No. C7-00046, in the Amount of \$11,499.66.

Mrs. Blake made a motion to approve Resolution 2008-84. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-85 Resolution Authorizing the Award of the 2008 SmartMeter Water Meter Acquisition, Contract No. C8-00023 to Delta Engineering Sales, LLC, in the Amount of \$30,662.50.

Mrs. Blake made a motion to approve Resolution 2008-85. Mr. Borys seconded the motion and it was passed unanimously.

2008-86 Resolution Authorizing the Transfer of \$600,000.00 from the New Jersey Cash Management Fund, Account Number 117-133647-171 for the Manhattan Street Project to the Trust Account in the Bank of New York Revenue General Fund Account Number 185362.

Mrs. Clayton made a motion to approve Resolution 2008-86. Mr. Borys seconded the motion and it was passed unanimously.

2008-87 Resolution Authorizing the payment to Caterina Supply Company, in the Amount of ^6,760.56 for HG-6 Hydrant Flushers, 3 Locking Devices and 1 Hydrant Wrench, Together with Shipping.

Mrs. Blake made a motion to approve Resolution 2008-87. Mr. Borys seconded the motion and it was passed unanimously.

2008-88 Resolution Establishing Hardship Criteria for the Implementation of Township Ordinance 23-07.

Mrs. Blake made a motion to approve Resolution 2008-88. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-89 Resolution Authorizing the Payment to A.C. Schultes, Inc. in the Amount of \$3,995.00 for Removal and Inspection of Legler Well Pump #1.

Mr. Borys made a motion to approve Resolution 2008-89. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session this evening.

7. Other Matters

Chairman Allmann stated the Authority has contacted the State with regards to destruction of records and noted that the Authority will be conducting some in-house clean-up, which will involve the destruction of some meeting tapes and records in accordance with the State's laws.

With no further matters to discuss, Mr. Borys made a motion to adjourn. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the March 27, 2008 Public Meeting adjourned.

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End of Minutes

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