

04/22/10

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 April 22, 2010."

Chairman Allmann requested a roll call.

The April 22, 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 Cladek 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, William Hiering.

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 Open Session Public Meeting of March 25, 2010.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of March 25, 2010. Mr. Borys seconded the motion and was passed unanimously. Mrs. Clayton abstained.

2. Questions/Comments from the Public

Chairman Allmann opened the floor to the public. Present were Mrs. Karen Davis and Mrs. Crystal Fitzpatrick, from Hutchins, Farrell, Meyer & Allison. At this time, Mrs. Davis discussed the results of the 2009 Audit noting that there were no comments or recommendations and the firm is satisfied with the maintenance of the records. Mrs. Davis was present this evening to review the Audit with the Board and answer any questions and also thanked the staff for their cooperation. Mr. Diaz went through a few minor changes and added that there is an audit certification that needs to be signed this evening by all the Commissioners. At this time, the Board approved the resolution on the agenda this evening certifying that the Board has reviewed the Audit. 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 April report.

- Mr. Harpell stated that CMX will be closing its business operations and Birdsall Services Group purchased the Authority's open contracts with CMX. It was also noted that there is a resolution on the agenda this evening to formalize the contract transfer to Birdsall Services Group.
- Mr. Harpell stated that there is a resolution on the agenda this evening to adopt the new Union Contract. In summary, the raises will be 2.5% and 3% the next two years and the Union agreed to eliminate Direct 10 as a benefit option next year, which will provide a significant cost savings to the Authority.
- The staff is recommending holding a surplus sale and some of the major items were noted as a 1995 Ford F250 with a 168,000 miles and a 1998 Chevrolet Cheyenne with 180,000 miles. The surplus items will be listed on Govdeals.com.
- Mr. Harpell stated that he and Mr. Diaz had a very productive meeting with Four Seasons South Knolls with regard to irrigation. K. Hovnanian had put in some private irrigation wells to try and keep the demand down in the system and this meeting was helpful in informing the South Knolls Board how it was working out.
- The last item discussed was the purchase of Anthracite Filter Media for the Hyson Road Water Treatment Plant. The Hyson Road WTP needs additional media and two quotes were received with Unifilt Corporation being the low bidder at a price of \$11,900.00 for 1,500 cubic yards of anthracite.

Administrative Committee Report

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

Public Relations Committee Report

Public Relations Committee met last month after the Public Meeting and are presently getting some ideas together for the opening of the new water treatment plant which will most likely be in June.

Engineering Committee Report

Mr. Quijano discussed the following

- Final Quantities Change Order No. 1 to D&D Utility Contractors, Inc. for Sewer/Water Emergency Repairs and Service Work in the decreased amount of (\$20,089.90). This change order is necessary in order to close out the contract.

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

DEVELOPER PROJECT

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following:

- Preliminary Water & Sewer application for Jackson Orthodontics. The applicant is proposing to construct 6,700 square foot orthodontics office on the north side of West Veterans Highway west of Leesville Road. The applicant is applying for preliminary service and proposes to connect to the existing curb stop and expand existing onsite septic system. We recommended this approval in our April 12, 2010 letter to the Board.
- Final Water application to Meridian Health Village. The applicant, Meridian Realty Corp, is proposing to construct a 150,000 sq foot medical health center. The Authority previously granted preliminary and tentative approval. The applicant is proposing to connect to an extended 12-inch DIP water main along Cooks Bridge Road and connect to existing sewer. We recommended this approval in our April 12, 2010 letter to the Board.
- The final application is a Final Water & Sewer for Jackson Commons. This is the Raimondo Road sewer and water extensions. The applicant, Leigh Realty, is proposing to construct Phase I of the water/sewer main extensions for the Jackson Commons project. This is a water and sewer extension with 1,166 ft of water main and 1,146 ft of PVC pipe. We recommended this approval in our April 12, 2010 letter to the Board.

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

Mr. Diaz stated that the Finance Committee met on Tuesday, April 20, 2010. The total dollars presented on the bill list was \$1,345,357.29. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$386,303.52 for Capital Projects;
2. NJEIT Project Fund in the amount of \$395,008.99 for NJEIT Projects;
3. Escrow Funds in the amount of \$14,582.64 for Developer Work;
4. Revenue General Fund in the amount of \$549,462.14 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$549,462.14 includes \$200,000.00 for funding the payroll account and \$155,581.00 for 2010 JTMUA employer PERS contribution.

PERSONNEL

Mr. Diaz discussed one new hire this month. Terri Somers will fill an open position for Sewer Repairer/Water Repairer with a starting date of May 3, 2010 and an annual salary of \$26,018.00.

Mr. Diaz discussed a few State Benefit changes, which will have an impact on the Authority. The first being the elimination of multiple coverage for employees. It was noted that the Authority would be receiving a notice from the State listing which employees will need to make a change in their coverage. The next item deals with the Opt-Out Plan, noting that the State has put in their own requirements, which is 25% of the amount saved by the employer not to exceed \$5,000.00. Mr. Diaz stated that the Personnel Committee is discussing options on how the Authority will handle this. It was also noted that these changes take effect May 21, 2010 as well as some other changes that will not impact the Authority immediately. The Authority will keep the Personnel Committee and Board updated on all changes.

5. Consent Resolutions 2010-68 to 2010-71

- 2010-68 Resolution Ratifying Cash Management Report for March 2010.
- 2010-69 Resolution Granting Final Sewer and Water Approval to Jackson Commons, Raimondo Road Water and Sewer Extensions Phase I, Jackson Township
- 2010-70 Resolution Granting Preliminary Sewer and Water Approval to Jackson Orthodontics, Block 11801, Lot 77 on the Tax Map of the Township of Jackson.
- 2010-71 Resolution Granting Final Water Approval to Meridian Health Village at Jackson, Block 8101, Lots 5, 6, & 7 on the Tax Map of the Township of Jackson.

Mr. Borys made a motion to approve Resolutions 2010-68 to 2010-70. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2010-72 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Blake made a motion to approve Resolution 2010-72. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2010-73 Resolution Approving Final Quantities Change Order No. 1 to D&D Utility Contractors, Inc. for Sewer/Water Emergency Repairs and Service Work – Contract No. C9-94537, in the Decreased Amount of (\$20,089.90).

Mr. Borys made a motion to approve Resolution 2010-73. Mrs. Blake seconded the motion and it was passed unanimously.

- 2010-74 Resolution Authorizing an Online Sale for Surplus Personal Property No Longer Needed for Authority Use

Mrs. Blake made a motion to approve Resolution 2010-74. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2010-75 Resolution Ratifying the Provisional Hire of a Classified Employee – Terri Somers.

Mrs. Blake made a motion to approve Resolution 2010-75. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2010-76 Resolution Authorizing Execution of a New Collective Bargaining Agreement with Transport Workers Union Local 225, Branch 4 for the Period January 1, 2010 through December 31, 2011.

Mr. Borys made a motion to approve Resolution 2010-76. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2010-77 Resolution Certifying Audit has been reviewed by the Board.

Mrs. Rickabaugh made a motion to approve Resolution 2010-77. Mr. Borys seconded the motion and it was passed unanimously.

2010-78 Resolution Amending its Resolution of Award of Special Project Professional Engineering Services During the Year Commencing February, 2010 Through January 21, 2011 to CMX, Inc. Who Have Closed Their Business Operations to Birdsall Services Group (BSG).

Mrs. Blake made a motion to approve Resolution 2010-78. Mr. Borys seconded the motion and it was passed unanimously.

2010-79 Resolution Authorizing Contract C0-04533 to Unifilt Corporation in the Amount of \$11,900.00 for Furnishing Anthracite Filter Media for the Hyson Road Water Treatment Plant.

Mrs. Rickabaugh made a motion to approve Resolution 2010-79. Mr. Borys seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

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 April 22, 2010 Public Meeting adjourned.

End of Minutes