

April 24, 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 April 24, 2008."

Chairman Allmann requested a roll call.

The April 24, 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, 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, Michael McKenna.

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 March 27, 2008.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of the March 27, 2008. Mr. Borys seconded the motion and was passed unanimously.

2. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

Present from the Public was Mr. Robert Hutchins, from Hutchins, Farrell, Meyer & Allison and Mr. Jeff Staiger, from Remington, Vernick and Vena. At this time, Mr. Hutchins discussed the results of the 2007 Audit noting that there were no comments and the firm is satisfied with the maintenance of the records. Mr. Hutchins was present this evening to review the Audit with the Board and answer any questions. Mr. Diaz added that there is an audit certification that needs to be signed this evening by all the Commissioners. 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 Manhattan Street Project Phase II Facilities Assessment to consider site improvements and future staffing needs. The intention is to make the best use of our current facilities and this study will help us better identify what our needs are. It was noted that the plan is to convert the current water plant to a warehouse. There needs to be some parking improvements with some better handicapped parking and spaces. It was noted that the original estimate for the project was \$30,000 and the proposal came in at \$24,900.
- Mr. Harpell discussed the water system flushing that started on April 9th. Flushing begins each night 9:00 pm to 6:00 am and will continue through June. It was noted that the flushing reduces any iron build-up in the water mains.
- Discussion continued regarding Public Records Disposal. It was noted that the Division of Archives and Records Management has approved the disposal of Public Meeting tapes. We are presently working with some staff members to conduct a more comprehensive public records disposal. A list will be created for the Commissioners to review and Chairman Allmann clarified that the destruction of records process is really more of a housekeeping function. For example, the above referenced tapes are only being disposed of after being transcribed and the minutes approved.
- Mr. Harpell discussed the proposed confined space exercise at the Dublin Road Pump Station. This request has come from OEM and will help them to become more familiar with the station. We will let the Board know when this exercise is scheduled and Chairman Allmann noted that this exercise may be postponed.

Engineering Committee Report

The Engineering Committee met on April 23, 2008 and Mr. Harpell discussed the following items this month.

ACTION ITEMS

- Construct Test Well #16 Contract C6-00138, Granting a Performance Bond Release to William Stothoff Company. They have finished the well and would like to close out the contract. A credit change order was approved last month.
- Sanitary Sewer Evaluation Phase 6A – Contract C7-00042, approving Task Order No. 1 Final to O'Donnell Stanton & Associates in the amount of \$4,760.00. This was originally listed at \$4,960. When the 6A contract went out for system evaluation, it did not include the Vista South Tract (i.e., the new soccer fields). The Engineering Committee discussed this and wanted like to get the soccer fields done because there are some performance bond issues that need to be addressed. The scope of work had to increase accordingly.

Mr. Harpell discussed some air conditioning issues in the south wing of the Administration Building. A company evaluated the HVAC and found the compressor is bad. It was noted that there would be a resolution in May in the amount of \$2,710.00 for this work. Mr. Harpell requested that the work begin prior to next month's meeting in order to get a head start before

the weather became warmer. The Board agreed to have the work begin prior to next month's meeting.

Mr. Harpell stated that the Authority was going to coordinate an Employee Appreciation Day. With the Board's approval, the Authority would like to have a luncheon on Wednesday, May 7th. The Board agreed and a memo will go out to the staff shortly.

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 April 24, 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.

- Beth Zion Messianic Synagogue, Block 11801, Lot 79. Application is proposing to renovate an existing 11,000 sq ft building to use as a worship center on the north side of West Veterans Highway, west of Leesville Road and is requesting tentative and final water approval. The applicant proposes to connect to an existing water main on West Veterans Highway and is proposing an on-site septic system. We recommended this approval in our April 14th letter to the Board. The question was raised by Commissioner Borys regarding application approval by the MUA and the Township. Mr. Dittenhofer explained that the MUA and Township are autonomous agencies and the approvals may not always coincide but approval from both agencies is required for a project to proceed.
- County Line Shoppes is a preliminary sewer and water approval. The applicant is proposing to construct a 5,400 sq foot bank and 7,200 sq foot retail building on the north side of E. County Line Road, west of Harmony Road. The applicant is applying for preliminary utility services at this time and is proposing to connect to the existing water and sewer mains located along County Line Road. We recommended this approval in our April 14th letter to the Board.
- Lakeview Landing is a water and sewer performance bond release. We recommended this release in our April 14th letter to the Board.
- Legacy at Green Hills, a/k/a/ Fawn Crest is a water and sewer performance bond release. We recommended this release in our April 14th letter to the Board.
- Kaplan Companies for Hampshire Hills Sections 1 through 7 is a water and sewer performance bond release. We recommended this in our April 14th 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 met on April 23, 2008 and discussed possible changes to the existing Personnel Policies and Procedures Manual. The committee discussed a few minor changes as well as adding a new CDL Policy in place of the current Alcohol and Drug Policy. It was noted that the changes would be sent to Mr. Gannon for review and then to the union for any changes or comments. The Authority will present the updated policies to the Board in May or June for consideration.

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

Mr. Diaz stated that the Finance Committee met on Wednesday, April 23, 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 \$739,865.62 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$275,361.66 for capital projects;
2. Manhattan St. Project Fund in the amount of \$37,406.60 for NJEIT Projects;
3. Escrow Funds in the amount of \$24,359.31 for Developer Work;
4. Customer Deposit in the amount of \$200.00 for Deposit Refund;
5. Revenue General Fund in the amount of \$402,538.05 for Operating Expenses.

Mr. Diaz stated that the total operating expenses of \$402,538.05 includes \$180,000.00 for funding the Payroll account.

- There is a resolution certifying the 2007 Audit on the agenda for approval this evening.
- The next item on the agenda is the capital reclass. We are looking to consolidate some prior year capital to better utilize the capital funds. At the end of the year, we will look to close out prior years and rebudget if necessary.
- Resolution for a support agreement from RIO Supply Inc. who supplies us with the Neptune Meters and the reading equipment for the Neptune Meters. The support agreement is for \$3,150.00. This is an annual agreement, which supports the software between reading equipment and the Edmunds software, as well as the reading equipment itself. They also do updates on the software and if there are any problems with the reading equipment, they will loan us reading device if necessary.
- Resolution ratifying the repairs on the vac truck. The estimate last month was approximately \$3,700.00 and the actual cost was \$3,137.95 by Allied Diesel.
- There is a resolution on the agenda this month for repair of Well #8 motor. Mr. Harpell discussed the repair last month with an estimated repair cost of approximately \$10,000. The Authority sought proposals from A.C. Schultes and William Stothoff Co., Inc. and A.C. Schultes was the low bidder at \$9,457.00. Well #8 is one of the primary wells for the Manhattan Street WTP and the temporary pump is already in-place.

- JTMUA Escrow Interest. Mr. Diaz discussed the accounts that have been open for sometime, developer escrow savings and developer escrow checking account. It has accumulated interest over a number of years. We have captured the Authority's interest portion from the escrow accounts in 2007 and there is a resolution this evening authorizing the payment to the Authority from the escrow account and deposit into our business statement account, noting that Bonds require the Authority to deposit all revenues in that particular account. It was noted that the developer escrow savings account will be closed and there will be one escrow account, which is managed by Ocean First Bank. There is one old account open, which deals with some very old developments and the Authority is trying to return some money on closed projects. Whatever cannot be returned to developers, those funds as directed by the auditor, will be sent to the State where they hold an unclaimed account on a State level. The Authority will also be cutting a check on a monthly basis to the Authority for the interest on the escrow account that the Authority earns.

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. Mr. Borys seconded the motion and it was passed unanimously.

5. Consent Resolutions 2008-90 to-2008-95

- 2008-90 Resolution Ratifying Cash Management Report for March 2008.
- 2008-91 Resolution Granting Tentative and Final Water Approval to Beth Zion Messianic Synagogue, Block 11801, Lot 79 on the Tax Map of the Township of Jackson.
- 2008-92 Resolution Granting Preliminary Sewer and Water Approval to County Line Shoppes, Block 4801, Lot 18.01 on the Tax Map of the Township of Jackson.
- 2008-93 Resolution Granting a Water and Sewer Performance Bond Release to M. Reider Companies for Legacy at Green Hills, A/K/A Fawn Crest, Block 1204, Various Lots and Block 1205, Lots 1-5.
- 2008-94 Resolution Granting a Water and Sewer Performance Bond Release to Kaplan Companies for Hampshire Hills Section 2, Blocks 5101-5104, 5201-5205, 5301-5304, Various Lots.
- 2008-95 Resolution Granting a Performance Bond Release to Lakeview Landings for Water and Sewer, Block 2101, Lot 27.

Mrs. Rickabaugh made a motion to approve Resolutions 2008-90 through 2008-95. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann abstained on Resolution 2008-95.

6. Resolutions Offered:

2008-96 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Borys made a motion to approve Resolution 2008-96. Mrs. Blake seconded the motion and it was passed unanimously. Mr. Borys abstained from check 13343.

2008-97 Resolution Awarding Task Order Change No. 1 to O'Donnell, Stanton & Associates, Inc. for Engineering Services for Sanitary Sewer System Evaluation, Phase 6A Relative to Contract No. C7-00042, in the Amount of \$4,760.00.

Mrs. Rickabaugh made a motion to approve Resolution 2008-97. Mr. Borys seconded the motion and it was passed unanimously.

2008-98 Resolution Authorizing Closeout and Release of Performance Bond for Construction of Test Well No. 16, Contract No. C6-00138 with William Stothoff Company, Inc.

Mrs. Clayton made a motion to approve Resolution 2008-98. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-99 Resolution Acknowledging the Reclassification and Consolidation of Various Capital Fund Accounts.

Mrs. Blake made a motion to approve Resolution 2008-99. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-100 Resolution Authorizing Advance Support Agreement with Rio Supply, Inc. for Authority Needs in the Amount of \$3,150.00.

Mr. Borys made a motion to approve Resolution 2008-100. Mrs. Clayton seconded the motion and it was passed unanimously.

2008-101 Resolution Authorizing Award of Engineering Services Contract No. C8-00030 to CMX Engineers for the Manhattan Street Project Phase II Facilities Assessment in an Amount not to Exceed \$24,900.00.

Mrs. Clayton made a motion to approve Resolution 2008-101. Mrs. Blake seconded the motion and it was passed unanimously.

2008-102 Resolution Awarding a Contract to Allied Diesel Service Company Under Contract No. C8-00029 in the Amount of \$3,137.95 for the Replacement of the Rear Brakes on the Authority's Vac Truck.

Mrs. Rickabaugh made a motion to approve Resolution 2008-102. Mrs. Blake seconded the motion and it was passed unanimously.

2008-103 Resolution Awarding a Contract of A.C. Schultes, Inc. Under Contract No. C8-00028 in the Amount of \$9,457.00 for the Removal Temporary Replacement, Repair and Replacement of Pump Motor for Well No. 8.

Mr. Borys made a motion to approve Resolution 2008-103. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-104 Resolution Certifying Audit Has Been Reviewed by Board.

Mrs. Rickabaugh made a motion to approve Resolution 2008-104. Mrs. Clayton seconded the motion and it was passed unanimously.

2008-105 Resolution Authorizing the Transfer of the Authority's Portion of Developer interest to the Authority's Business Statement Account.

Mrs. Clayton made a motion to approve Resolution 2008-105. Mr. Borys seconded the motion and it was passed unanimously.

There was no closed session this evening.

7. Other Matters

With no further matters to discuss, Mr. Borys made a motion to adjourn. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the April 24, 2008 Public Meeting adjourned.

End of Minutes

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