

May 22, 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 May 22, 2008."

Chairman Allmann requested a roll call.

The May 22, 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 Member Lundy along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan and Executive Director, David Harpell. Also in attendance were Authority Engineer, Jeff Staiger and Authority Counsel, William Hiering. Alternate Member Garofano was absent but 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 April 24, 2008.

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

2. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

With no one present from the public, Chairman Allmann closed the public portion of this meeting and stated that he would reopen if a member of the public should arrive.

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 revised developer's agreement for the Jackson Crossings project. There have been some minor changes since the project was approved in February 2007, which have been reviewed by legal counsel. This matter has been discussed with the Engineering Committee and it is recommended we approve the revised agreement.

- The next item discussed was a public auction for surplus property. Mr. Harpell stated that the Purchasing Department has been cleaning out the archives and working on getting rid of some older property. A list is attached of the surplus equipment, noting that most of it has limited value. Going forward, the Authority would like to have a sale once every year so that we don't accumulate so much unused equipment. We will advertise for a surplus sale with the Board's consent. The Authority would like to surplus one vehicle, Truck #8, which is an older vehicle with about 150,000 miles but not until new vehicles are obtained. There is resolution on the agenda this evening for the approval for three new vehicles.
- The next item discussed was the Jet and Vacuum Trucks. The Authority owns a 1990 Jet Truck and a 1992 Vacuum Truck. It was noted that these trucks are becoming expensive to maintain and would like to advertise next month for a new vehicle with an estimated cost of \$300,000.
- Mr. Harpell discussed the entries for the JTMUA new logo contest noting there is a Public Relations Meeting scheduled this evening and we think there are some very good entries. If all goes as planned, we hope to show the logos to the Board next month.
- The staff is planning to hold a Memorial Day barbeque tomorrow. The employees are making food and bringing refreshments and would like to invite the Board Members if available.
- The MUAA Dinner if schedule for June 12th. Please advise Joan if you wish to attend.

Engineering Committee Report

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

ACTION ITEMS

- Replace the Condensing Unit for Administration Building's Air Conditioning, Contract No. C8-00037 for \$2,710.00 to Automated Building Controls, Inc. This item was discussed last month where the condensing unit was failing. We thank the Board for approval to go a month earlier noting that the system is working very well.
- Brookwood III Sewer System Evaluation Study, Phase I, Contract No. C8-00035, Authorizing Award to Alaimo Group in an amount not to exceed \$35,350.00. There is an issue with the gravity sewers going towards the OCUA Interceptor off Villanova Drive where there have been periodic overflows in this area where some of the sewers do not have enough pitch. There may be a need to do some major work in 2009 in this area and this study would be the first step to look at the scope of the problem and what we can do to fix it.
- Interlocal Agreement with the County of Ocean in connection with the Installation of Water and Sewer Mains along a Portion of Bennetts Mills Road – Recognizing the Closing out and Reduction in costs to the Authority, in the credit amount of (\$34,572.71). This is related to the Bennetts Mills work by Lake Enno. The County

originally had a project scope of \$303,000 but based on as-built quantities, there was a reduction in that agreement amount. This will formalize the reduced scope.

- Scada System Improvements, Phase 3, Contract No. C6-00157A –Approving Change Order No. 1 to Scalfo Electric, Inc. in the total credit amount of (\$35,058.40). When the contract was awarded a month ago it was mentioned that there were some value-engineering ideas proposed by Bristol Babcock and Scalfo Electric. We could not award the contract based on those value engineering proposals but we wanted to recognize this change order now. There were some additions to the project as well with backup controllers for the pump stations but we are still seeing a credit amount in excess of \$35,000 on the project.
- Sanitary Sewer System Evaluation, Phase 6B, Contract No. C8-00026 – Authorizing Award of Engineering Services to O'Donnell, Stanton & Associates in the amount of \$108,850.00. The resolution originally given to the Board had Remington, Vernick and Vena as recipients of the contract as they were the low bidder but after review by the staff and Engineering Committee, it was recommended to award this contract to O'Donnell, Stanton & Associates (OSA). OSA has completed all the other phases of the Sewer System Evaluation for the Authority and they did lower their price for this work.
- Test Well No. 16 Well House and Pumping Equipment, Contract No. C8-00025 – Authorizing Award of Engineering Services to Remington Vernick & Vena in the amount of \$86,642.80. Remington was the low bidder on this project and we are looking to put a back up well at the Hyson Road Treatment plant and this will be the design services and construction management services for that well.
- 2008 SmartMeter Water Meter Acquisition, Contract No. C8-00023A – Approving Change Order No. 1 – Final to Delta Engineering Sales in a Credit Amount of (\$400.00). When we first received the new irrigation meters for Westlake, the Authority paid for expediting shipping of the meters as part of the bid. Since the meters did not come expedited, Delta Engineering credited back the shipping charges.

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

Mr. Jeff Staiger of Remington, Vernick & Vena Engineers discussed the following development applications on the Engineers Report dated May 22, 2008 and requesting approval from the Board.

- Hess Automated Car Wash – Block 12001, Lot 64. Recommend preliminary, tentative and final water approval. This is an 864 sq foot automated car wash on the north side of Bennetts Mills Road east of Cedar Swamp Road as per our review letter dated May 22, 2008 to the Board. For the sanitary sewer, they are not located in an active sewer area.
- Pinewood Village – Block 102, Lot 2, 3, & 4, Block 103, Lot 1. Recommend preliminary waster and sewer approval as per our review letter dated May 22, 2008 to the Board. They are proposing several buildings on a 10.69-acre property for retail, office and day care facilities by the Millstone border. They have installed dry water lines and we recommend that septic be approved at this time.

- Camelot (aka Pleasant Grove Estates), Block 9801, Lot 2.01-2.12. Recommend release of the water performance guarantee.

Public Relations Committee Report

Mr. Harpell stated that the Public Relations Committee would be meeting later this evening to discuss the entries for the new JTMUA logo and some ideas for Jackson Day 2008.

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, May 19, 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 \$1,237,514.59 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$114,186.42 for Capital projects;
2. Escrow Funds in the amount of \$27,781.84 for Developer Work;
3. Customer Deposit in the amount of \$2,427.00 for Deposit Refund;
4. Revenue General Fund in the amount of \$1,065,710.73 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$1,065,710.73 includes \$175,000.00 for funding the Payroll account and \$731,055.00 for second quarter 2008 payment to OCUA. There was also a reduction in the amount of transfer of \$27,408.60 due to previously transferred funds for checks that had been voided out.

- Administration Building Painting. The lobby and hallway to the conference room and down to the engineering office are in need of painting. The Authority received proposals and there is a resolution for Fine Line Painting contract number C8-00034 in the amount of \$3,850.00 for the Board's approval this evening.
- Vehicle Purchase. There are two sets of vehicle purchases on the agenda this evening. The first is for Ford National Auto Mart – JTMUA Contract No. C8-00027 for a total amount of \$60,139.40 for the purchase of a 2008 Ford F-150 4WD, 2008 Ford F-250 4WD and 2008 Ford F-250 2WD. The next purchase is from Winner Ford, JTMUA Contract No. C8-00036 in the amount of \$29,321.00 for a 2008 Ford F-350 2WD. We are replacing out three vehicles, two of which we will keep as spare vehicles while other vehicles are being serviced. As mentioned earlier, Truck #8 will be surplus. It was also noted that one new vehicle has a plow package and one diesel which is why the prices vary.
- The Authority is looking for approval for a new copier. The company is Stewart Business Systems and will replace an old copier presently in the Customer Service Department, which was purchased in 2002. It was noted that we are no longer purchasing copiers but are doing a

cost per copy agreement. Steward Business Systems, State Contract #T-2075 and JTMUA Contract No. C8-00031 is a 48-month contract, which is allowable by local government services at \$271.20 per month for a Xerox W564. This is a fax, copier and scanner. The new machine will be placed in the mailroom and the copier presently in the mailroom will be placed in the Customer Service Department. The Customer Service copier will be moved downstairs to the Engineering Office.

- The next item involves computer services agreement. The Finance Committee has been discussing options as to how to best handle our growing computer needs. We have reached out to the Township who unfortunately could not help us out staffing wise but was able to offer a company by the name of United Computer Sales. The Authority met with a representative from UCS and believes they can help us out with our growing computer demands. The resolution presented this evening under JTMUA Contract No. C8-00033 is for service contract with UCS in the amount not to exceed \$8,200.00. UCS will conduct a two-month system evaluation followed by monthly monitoring until December 31, 2008. We will then go out for a request for proposal RFP through fair and open process. This will give us a chance to see how UCS manages our system as opposed to the company we have been using. It was noted that the present company couldn't meet the Authority's demands. There have been some issues recently service wise. It was noted that UCS was given a good recommendation from Mount Laurel MUA. The Board addressed the \$50.00 surcharge per visit. It was stated that the surcharge was high and Mr. Diaz confirmed the charge is on the first two months and after that it is included in the monthly fee.
- Payment Drawer. The drive up payment window has been a problem for years. The payment box does not reach the vehicles, as well as there has been some vandalism in the past. The Authority has looked at different options to rectify. Red Hawk Industries has come up with a solution at a minimal cost. The drawer will be replaced with a new audio system and heater inside the box. The box will extend further to reach the vehicles. The Contract No. is C8-00032 in the amount of \$6,267.00.
- Maple Glen Rate Hearing. Mr. Diaz discussed the Maple Glen Rates, which require an annual rate hearing that is typically held after the audit is completed. Following the audit, the rates can be recalculated. With the Board's approval, Mr. Diaz would like to advertise for rate hearing to be held at next month's public meeting.

Mr. Diaz stated that there was a Personnel Committee Meeting this evening and there were no action items to be discussed this month.

5. Consent Resolutions 2008-106 to-2008-109

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| 2008-106 | Resolution Ratifying Cash Management Report for April 2008. |
| 2008-107 | Resolution Granting a Water Performance Bond Release to Arcon Development for Camelot (a/k/a Pleasant Grove Estates), Block 9801, Lots 2.01-2.12 (a/k/a/ Block 106.02, Lot 10) on the Tax Map of the Township of Jackson. |
| 2008-108 | Resolution Granting Preliminary Tentative and Final Water Approval to Hess Automated Car Wash Block 12001, Lot 64 (a/k/a/ Block 83, Lot 50), on the Tax Map of the Township of Jackson. |

2008-109 Resolution Granting Preliminary, Sewer & Water Approval to Pinewood Village, Block 102, Lots 2, 3, 4 and Block 103, Lot 1 (a/k/a Block 154.38, Lots 1, 2, 3 and Block 154.01, Lot 2.01) on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2008-106 through 2008-109. Mr. Borys seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2008-110 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2008-110. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-111 Resolution Authorizing Award of Brookwood III Sewer System Evaluation Study – Phase I, Contract No. C8-00035 to Alaimo Group, in An Amount Not to Exceed \$35,350.00.

Mrs. Clayton made a motion to approve Resolution 2008-111. Mr. Borys seconded the motion and it was passed unanimously.

2008-112 Resolution Approving Change Order No. 1 to Scalfio Electric, Inc. for SCADA System Improvements, Phase 3, Contract No. C6-00157A, in the Amount of (\$35,058.40).

Mr. Borys made a motion to approve Resolution 2008-112. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-113 Resolution Authorizing Payment to Automated Building Controls, Inc. for Labor, Installation and Materials to Replace the Condensing Unit for Administration Building Air Conditioning, Contract No. C8-00037, in the Amount of \$2,710.00.

Mrs. Blake made a motion to approve Resolution 2008-113. Mr. Borys seconded the motion and it was passed unanimously.

2008-114 Resolution Recognizing the Closing Out of the Authority's Interlocal Agreement with the County of Ocean in Connection with the Installation of Water and Sewer Mains Along a Portion of Bennetts Mills Road and Recognizing the Reduction in Costs to the Authority, in the Amount of (\$34,573.71).

Mrs. Blake made a motion to approve Resolution 2008-114. Mr. Borys seconded the motion and it was passed unanimously.

2008-115 Resolution Authorizing the Award of Engineering Services to Remington Vernick & Vena Engineers for Test Well No. 16 Well House and Pumping Equipment, Contract No. C8-00025, in An Amount Not to Exceed \$86,462.80.

Mrs. Rickabaugh made a motion to approve Resolution 2008-115. Mr. Borys seconded the motion and it was passed unanimously.

2008-116 Resolution Authorizing Award of Engineering Services to O'Donnell, Stanton & Associates for Sanitary Sewer System Evaluation – Phase 6B, Contract No. C8-00026, in An Amount Not to Exceed \$108,850.00.

Mrs. Clayton made a motion to approve Resolution 2008-116. Mr. Borys seconded the motion and it was passed unanimously.

2008-117 Resolution Approving Final Quantities Change Order No. 1 to Delta Engineering Sales for 2008 SmartMeter Water Meter Acquisition, Contract No. C8-00023A, Providing for a Reduction in the Amount of \$(400.00).

Mrs. Rickabaugh made a motion to approve Resolution 2008-117. Mr. Borys seconded the motion and it was passed unanimously.

2008-118 Resolution Authorizing the Payment to Fine Line Painting in the Amount of \$3,850.00 upon completion of painting of lobby areas, hallway, and stairs of Admin Bldg Contract C8-00034.

Mrs. Blake made a motion to approve Resolution 2008-118. Mrs. Clayton seconded the motion and it was passed unanimously.

2008-119 Resolution Authorizing the Purchase of One 2008 Ford F-150 4WD Pursuant to State Contract No. A70957 (T2099) for \$16,017.50; One 2008 Ford F-250 with 8 Foot Utility Body 4WD Pursuant to State Contract A70986 (T2100) for \$25,142.40; and One 2008 Ford F-250 2WD Regular Cab with 8 Foot Utility Body Pursuant to State Contract A70986 (T2100) for the Sum of \$18,979.50 From Fords National Auto Mart Under Authority Contract No. C8-00027.

Mr. Borys made a motion to approve Resolution 2008-119. Mrs. Blake seconded the motion and it was passed unanimously.

2008-120 Resolution Authorizing the Purchase of One 2008 Ford F-350 DRW, 2WD with 9 Foot Utility Body from Winner Ford Pursuant to State Contract No. A71011/T2101 for the Sum of \$29,321.00 and Under Authority Contract No. C8-00036.

Mr. Borys made a motion to approve Resolution 2008-120. Mrs. Clayton seconded the motion and it was passed unanimously.

2008-121 Resolution Authorizing the Execution of Revised Developer's Agreement with Cardinale & Jackson Crossings Block 21301, Lot 10.01 on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolution 2008-121. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2008-122 Resolution Authorizing the Leasing of One Xerox w5645pt/Copier under Contract No. C8-00031 through Stewart Business Systems under State Contract T-437A 48 Months at the Price of \$271.20 Per Month.

Mr. Borys made a motion to approve Resolution 2008-122. Mrs. Blake seconded the motion and it was passed unanimously.

2008-123 Resolution Authorizing Contract No. C8-00033 with United Computer Sales and Service, Inc. to Analyze and Manage the Computer Operating Systems at the Authority's Administration Building for a Period of Seven (7) Months at a Cost Not to Exceed \$8,200.00.

Mrs. Blake made a motion to approve Resolution 2008-123. Mr. Lundy seconded the motion and it was passed unanimously.

2008-124 Resolution Authorizing the Payment Upon Completion to Red Hawk Industries in the Amount of \$6,267.00 for the Purchase and Installation of One Collier Deal Drawer Equipped with Heater and Audio Systems – Contract No. C8-00032

Mrs. Blake made a motion to approve Resolution 2008-124. Mr. Lundy seconded the motion and it was passed unanimously.

2008-125 Resolution Authorizing a Public Auction for Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Blake made a motion to approve Resolution 2008-125. Mr. Lundy 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. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the May 22, 2008 Public Meeting adjourned.

End of Minutes

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