

May 24, 2007

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 24, 2007."

Chairman Allmann requested a roll call.

Following roll call, Mr. Allmann stated that we received two phone calls for the record; Mr. Borys and Mrs. Blake are running late and will make a concerted effort to be here.

The May 24, 2007 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Clayton and Chairman Allmann, Alternate Members Garofano along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Peter Canal. Also in attendance were Authority Engineer, Alan Dittenhofer, and Authority Counsel, William Hiering. Members Blake and Borys were absent. Members Rickabaugh and Alternate Member Lundy arrived during the 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 Open Session Rate Hearing Transcripts of April 26, 2007.

Mrs. Clayton made a motion to approve the minutes of the Open Session Rate Hearing Transcripts of April 26, 2007. Mr. Garofano seconded the motion and was passed unanimously.

At this time, Mr. Allmann stated please let the record reflect that Mrs. Rickabaugh is now present.

2. Approval of the Minutes of the Open Session Public Meeting of April 26, 2007.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of April 26, 2007. Mr. Garofano seconded the motion and was passed unanimously.

3. Approval of the Minutes of the Closed Session Public Meeting of April 26, 2007.

Mrs. Clayton made a motion to approve the minutes of the Closed Session Public Meeting of April 26, 2007. Mr. Garofano seconded the motion and was passed unanimously

Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

With no questions from the public, Mr. Garofano made a motion to close the public portion of the meeting. Mrs. Clayton seconded it and it was passed unanimously.

4. Review of Executive Director's Report
 Engineering Committee Report
 Public Relations Committee Report
 Administrative Committee Report

Mr. Harpell discussed the following items on the Executive Director's Report, stating that the Engineering Committee met on May 22nd and that there was no Public Relations or Administrative Committee Meetings held this month. The Public Relations Committee may meet at the conclusion of the Public Meeting to discuss Jackson Day 2007.

- Mr. Harpell stated that the Authority has received the draft Staff Report from the NJDEP for the water allocation permit. It was noted that we should receive the revised water allocation permit on or about July 1st. It was also noted that there are a few things to work on with the permit and will try to have another application in by early 2008. The permit only addresses 3 years of system growth and the authority will need to work on this matter.
- The next item discussed was some low water pressure the last few days. Well #13 was out of service. We did have a few issues but right now Well #13 is back in service and our system is working well. We did accept some water from New Jersey American for about 24 hours and our tanks should be full by tomorrow at which time we can turn off the interconnection.
- Mr. Harpell discussed with the Engineering Committee the proposed Water Quality Management Planning Rules. The NJDEP is proposing new rules, which will very likely restrict our sewer service area, mostly in the western areas that haven't been developed yet. We will be meeting with the Township and the County to look how we can minimize any impacts to the Authority.
- The next item discussed was the NJEIT Funding. As part of the package for the new plant proposed behind the Holman School and the tank proposed by Liberty High School, there needs to be a hearing to seek public input. It was noted that a public hearing is scheduled for June 8, 2007 at 10:00am. There was an article about this hearing in the Tri-Town News as well. Normally with these types of hearings there isn't a lot of public participation.
- Mr. Harpell discussed the letter received from Fred Rasiewicz commending our employee Paul Buksar on his work with the Jackson Township Public Works Dept. Mr. Harpell stated it is has been a pleasure working with Fred and the Township.
- Discussion continued regarding the notification sent to residents of Presidential Estates and Cranbury Harvest in May 2005 regarding water main connections. Evidentially,

some of the residents were not aware that there was a pending water main coming. This was reviewed with the Engineering Committee. The discussion in the Engineering Committee meeting was that we would first look to amend the timeframes in the Township's mandatory connection code and then send out another round of letters in the next month or so asking residents to connect.

- Discussion ensued regarding a Newsletter and Jackson Day. This will be discussed with the Public Relations Committee.
- Mr. Harpell stated that the Authority may consider putting out some voluntary water restrictions as a proactive measure for peak summer days. We may announce the restrictions by June 1st, asking residents to conserve water during the summer months.
- Notice of the upcoming MUAA Meeting scheduled for June 14th has been distributed this evening. If anyone is interested in attending, please let Joan know.

Engineering Committee Report

Mr. Canal discussed the following action items this month.

- Bennetts Mills Road Water Transmission Main, Contract No. 05-113 – Memorializing the assignment of \$35,697.99 due to B&B Construction, LLC, as discussed at last month's Public Meeting. The Authority will make payments directly to three subcontractors and all sums shall be deducted from the balance of funds due to B & B Construction.
- SCADA System Improvements – Phase II, Contract No. C6-00132 – Approve Change Order No. 1: Scalfo Electric, Inc., in the amount of \$3,231.54. This is to bring up to grade our electrical codes for grounding at some of the well sites where we are doing SCADA and also for a maintenance control on the chemical pumps.
- 2006 Neptune Water Meter Acquisition, Contract No. C6-00102- Approve Change Order No. 1 – Final: Rio Supply, Inc. d/b/a/ SLC Meter East, in the credit amount of (\$11,356.30). This is a final quantities change order to closeout our annual water meters Procurement Contract.
- 2006 Sensus Water Meter Acquisition, Contract No. C6-00101 – Approve Change Order No. 1 – Final: National Waterworks, Inc., in the credit amount of (\$3,231.54). This is to closeout our other annual water meter Procurement Contract.

Other Matters

Mr. Canal gave an update on the Jackson Board of Education. The MUA has been working with them for sometime trying to acquire their land in exchange for connection fee waivers. There is a meeting scheduled for June 4th and the Board of Education has asked the MUA to attend noting that action may be taken at this meeting. Apparently the feedback has been good. The Authority would like to thank Mr. Allmann with this

project and helping us get through this so quickly. Mr. Allmann stated that he would not be able to attend the scheduled June 4th meeting.

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

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following development application for this evening and requesting approval from the Board. Mr. Dittenhofer noted:

The EKE Realty Corp. The applicant is proposing to construct a 6,292 sq ft dental office building on the west side of Brewers Bridge Road, south of West County Line Road. They were granted preliminary approval last month. This is a tentative and final water application. There was no sewer service involved in this application. Mr. Dittenhofer recommended that this approval be granted in our May 14, 2007 letter to the Board.

The second application is Megan's Associates is proposing to construct 31,500 sq ft office building on the north side of County Line Road, approximately 195 ft west of the intersection of Schilling Drive. The application is applying for preliminary utility services at this time. The project is located in an active sewer service area and is also located in an active water service area. Mr. Dittenhofer recommended this preliminary approval in our May 14th 2007 letter to the Board.

Mr. Dittenhofer noted that he has two (2) other Authority Projects to report on, one of which was already addressed by the Executive Director, the Water Allocation Permit Modification. The other project, the Rehabilitation of Wells #1, 3, 13 & 15 is progressing appropriately.

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

Mr. Diaz handed out the statement of revenues and expenses for both March and April. It was stated that we are up to date with financial reports and will continue with them in the upcoming months.

Mr. Diaz stated that the Finance Committee met on Monday, May 21, 2007, discussing and recommending approval of items on the agenda this evening, as well as the Total Voucher list amount submitted this evening in the amount of \$1,462,661.75 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$284,115.90 for capital projects;
2. Escrow Funds in the amount of \$103,966.60 for developer work;
3. Revenue General Fund in the amount of \$1,074,579.25 for operating expenses.

Mr. Diaz stated that the total operating expenses of \$1,074,579.25 includes \$160,000.00 for funding the Payroll account and \$703,600.00 for the second quarter 2007 OCUA Bill.

The next two items deal with the NJEIT Loan: There are two resolutions on the agenda this evening.

1. The first resolution is for submitting an application to the local finance board.
2. The second resolution is for expense reimbursement as it relates to the cost of the projects related to the NJEIT Loan.

The Finance Committee discussed, reviewed and is recommending approval this evening. Mr. Diaz stated that the 2006 Audit is continuing and should have a draft copy in the next few weeks.

Personnel

The Personnel Committee met this afternoon and there are a few items on the agenda this evening. The first deals with the salary adjustments for two employees, David Harpell and Peter Canal. Both were discussed last month and this month we have the resolutions ratifying these adjustments. The next item discussed was two new hires, David Landry filling the title of Sewer Repairer/Water Repairer/Water Treatment Operator, third shift, who started on Monday, May 21st. The second new hire is William Dahl who is filling the Labor/Meter Reader position who also started May 21st. Both are doing well and we are recommended approval this evening for the two resolutions for hire.

Mr. Diaz discussed one status item that was a letter distributed this evening from an attorney dealing with our purchasing agent. It was stated that the Authority was looking to take action this evening regarding separation but as discussed with the Personnel Committee, are looking to hold off any action right now pending the outcome of the attorney's letter.

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

At this time, Mr. Allmann stated that Mr. Lundy is now present

6. Consent Resolutions 2007-94 to 2007-96:

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 2007-94 | Resolution Ratifying Cash Management Report for April 2007 |
| 2007-95 | Resolution Granting Preliminary Sewer & Water Approval to Megan's Associates, Block 5601, Lots 61 & 74 on the Tax Map of the Township of Jackson. |
| 2007-96 | Resolution Granting Tentative & Final Water Approval to EKE Realty Corp., Block 75.01, Lot 13.01 on the Tax Map of the Township of Jackson. |

Mrs. Clayton made a motion to approve Resolutions 2007-94 through 2007-96. Mr. Garofano seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2007-97 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll

Mrs. Rickabaugh made a motion to approve Resolution 2007-97. Mrs. Clayton seconded the motion and it was passed unanimously

2007-98 Resolution Memorializing the Assignment of \$35,697.99 Due and Owing as Part of the Payment to B&B Construction, LLC in Connection with Bennetts Mills Road Water Transmission Main, Contract No. 05-113.

Mrs. Rickabaugh made a motion to approve Resolution 2007-98. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-99 Resolution Approving Change Order No. 1 to Scalfo Electric, Inc. for SCADA System Improvements – Phase II, Contract No. C6-00132, in the amount of \$3,231.54.

Mrs. Clayton made a motion to approve Resolution 2007-99. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-100 Resolution Approving Change Order No. 1 – Final for 2006 Sensus Water Meter Acquisition, Contract No. C6-00101 to National Waterworks, Inc. in a Credit Amount of (\$5,583.00).

Mrs. Clayton made a motion to approve Resolution 2007-100. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-101 Resolution Approving Change Order No. 1 – Final for 2006 Neptune Water Meter Acquisition, Contract No. C6-00102 to Rio Supply, Inc. d/b/a/ SLC Meter East, in a Credit Amount of (\$11,356.30).

Mrs. Rickabaugh made a motion to approve Resolution 2007-101. Mr. Garofano seconded the motion and it was passed unanimously.

2007-102 Resolution Declaring official Intent to Reimburse Expenditures for Project Costs in Connection with NJEIT Program

Mrs. Clayton made a motion to approve Resolution 2007-102. Mr. Garofano seconded the motion and it was passed unanimously.

2007-103 Resolution of JTMUA 2007 Making Application To The Local Finance Board Pursuant to N.J.S.A.

Mrs. Rickabaugh made a motion to approve Resolution 2007-103. Mr. Garofano seconded the motion and it was passed unanimously.

2007-104 Resolution Authorizing Salary Adjustment for Peter Canal.

Mrs. Clayton made a motion to approve Resolution 2007-104. Mr. Garofano seconded the motion and it was passed unanimously.

2007-105 Resolution Authorizing Salary Adjustment for David Harpell.

Mrs. Clayton made a motion to approve Resolution 2007-105. Mrs. Rickabaugh seconded the motion and it was passed unanimously

2007-106 Resolution Ratifying Permanent Hire of David Landry as Sewer Repairer/Water Repairer/Water Treatment Plant Operator, at \$15.00 per hour with Benefits

Mrs. Rickabaugh made a motion to approve Resolution 2007-106. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-107 Resolution Ratifying Permanent Hire of William Dahl as Laborer/Meter Reader, at \$10.00 per hour with Benefits.

Mrs. Clayton made a motion to approve Resolution 2007-107. Mr. Garofano seconded the motion and it was passed unanimously.

8. Other Matters

At this time Mr. Hiering discussed the possible change in language on connections fees. It was stated that we give customers up to 12 quarters or 3 years to pay with no interest. There was the suggestion that we go out to 5 years. Another suggestion might address any hardship and maybe some kind of an interest rate. Mr. Hiering had a preliminary discussion with the Township Counsel and spoke with the Township Administrator. Mr. Hiering would like to come to an agreement prior to creating a resolution. Mr. Heiring and Mr. Harpell will discuss further and when we are in agreement with the language will send out to the Board. Mr. Allmann stated that the reason for this change would be to make it easier for some and also pick up some new customers at the same time.

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Garofano seconded the motion and it was passed unanimously. Chairman Allmann declared the May 24, 2007 Public Meeting adjourned.

End of Minutes

/jh