

05/28/09

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 May 28, 2009."

Chairman Allmann requested a roll call.

The May 28, 2009 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 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, Jeff Staiger and Authority Counsel, William Hierung.

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. Maple Glen Rate Hearing

Chairman Allmann called the May 28, 2009 Maple Glen Rate Hearing to order at approximately 5:40 p.m.

Following the Maple Glen Rate Hearing, the May 28, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:50 p.m.

2009-95 Resolution Adopting 2009 Maple Glen Rate Schedule

Mr. Borys made a motion to approve Resolution No. 2009-95. Mrs. Blake seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of April 23, 2009.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of the April 23, 2009. Mr. Borys seconded the motion and was passed unanimously.

3. Questions/Comments from the Public

Present from the Public was Mr. Michael Bielski, President of After Disaster Housing Corporation. Chairman Allmann stated that the Board would wait until we get to Mr. Bielski's resolution to discuss, noting that if he should feel free to ask any questions in the meantime.

4. 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 stated that Home Service USA signed up 449 customers through April noting that there was a request from a resident this week that the Authority publish some informational items on the JTMUA website. Chairman Allmann spoke with this resident recently at the Township Council Meeting and the resident was pleased with our response. With the Board's approval, the Authority will look into posting Home Service's information on the website.
- Mr. Harpell discussed Jackson Day 2009, noting that it is scheduled for September 26<sup>th</sup>. There is no theme yet and we will hold our first Public Relations Committee Meeting this evening to get some preliminary ideas for this year.
- The next item discussed were the replacement valves for Well #8 and #11. Our Maintenance Staff is rebuilding a couple of valves and priced the parts. Harper International was the low bidder at \$3,070.00 for the parts.
- Mr. Harpell discussed the roof repair at the Administration Building, noting the leak around the skylight. The Authority has received pricing from contractors and Albert Lee was the lowest bidder at \$5,200.00 to rebuild the skylight.
- The MUAA summer meeting is June 11<sup>th</sup> at the Captain's Inn. Please let Joan know if anyone is interested in attending.
- Mr. Harpell discussed the claim on a patent infringement from Siemens for odor control process. The Authority has always fed an iron salt at Six Flags Great Adventure and have supplemented over the last few years with liquid chlorine, per Hatch Mott MacDonald's Study. It has been very effective with odor problems. Siemens notified the Authority that it is an infringement on their patent and after discussion with the Engineering Committee and legal counsel, it appears that the Authority will agree to the \$1,250.00 per month fee to go under the patent and while looking at other options for odor control. Chairman Allmann stated that T&M has done odor control for Asbury Park and they will contact the Authority with possible options.

Mr. Harpell stated that there are two additions to the Engineering Report.

Well #8 failed over Memorial Day Weekend. The Authority turned off the well and used Hyson as a back up. The well needs to be rebuilt and the Authority is recommending an emergency repair contract to AC Schultes in the amount of \$59,000.00. This is approximately what was paid three years ago when the well failed. Mr. Harpell noted the necessity of a back-up well for emergency purposes.

The second item added was the request from the Township to connect floor drains at the DPW Storage Building to the Sanitary Sewer System. Mr. Harpell stated that the OCUA does not have a problem with this as long as the system is maintained. The Township will agree to set up a maintenance contract and will monitor the system. Mr. Borys stated that he had also spoken with the Township and they are pleased with this agreement.

## **Engineering Committee Report**

The Engineering Committee met on Tuesday, May 26, 2009 and Mr. Quijano discussed the following items this month.

### **Capital Projects - Action Items**

- Approval of Task Order No. 1 to Gannett Fleming, Inc. in the Amount of \$26,200.00. Gannett Fleming did the design and construction management for the Lakeland Shores Sewer and Water System Project in 2004. The task order is mainly for the out of scope tasks that they have performed during the duration of the project including redesigning the pump station layout, acquiring wetlands permit and performing engineering work related to the road paving of the project. The Authority is requesting approval from the Board this evening for this task order change. Chairman Allmann stated that the Engineering Committee went through all the bills and Mr. Quijano has worked with the contractor to come up with this dollar amount, which was originally \$180,000. Chairman Allmann thanked Mr. Quijano for his work on this.
- Approval on an Agreement and Authorizing Payment to JCP&L for the electrical distribution for the new water treatment plant and the removal of existing 3 Phase Overhead Bank. The total amount is for \$30,398.02 of which \$20,829.14 is subject to a refund in the future depending upon our usage of the electricity.
- New Mexico Communications Lease. The Authority bid out lease rights for the New Mexico Storage Tank to set up communications equipment. There was only one bid received from Omnipoint Communications, Inc. in the annual lease amount of \$29,200.00. Mr. Quijano noted that if the Tenant leases the property for up to 20 years, the Authority can expect an estimated revenue of \$960,000.00.
- Approval of the Final Quantities Change Order No. 2 to In Line Services, Inc. This is for the Radio Meter Conversion Program, C8-00045. The final quantities is in the credit amount of \$3,106.60. The Authority will need the final quantities in order to closeout the project. Chairman Allmann noted that the project went extremely well and thanked the staff and In-Line Services for their completion of the project.

### **Developer Projects – Action Items**

- Granting the release of a Performance Bond to Donato D’Onofrio. This project is dated 1996 and the Authority’s records do not indicate a release of a Performance Bond to the developer nor that a maintenance bond was ever provided. The Engineering Committee is requesting approval from the Board this evening to release the Performance Bond to the developer and the waiver of Maintenance Bond in the amount of \$1,785.30.

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

### **DEVELOPER PROJECT**

Mr. Jeff Staiger of Remington, Vernick & Vena Engineers stated there were four applications for approval on the agenda this evening.

- Concord Village Homeowners Association is proposing to construct sanitary sewer improvements for an existing 46-unit subdivision located at the intersection of Whitesville Road and South Hope Chapel Road. The applicant is applying for tentative approval at this time and proposes to connect to an existing manhole located in Whitesville Road and eliminating the outside septic system. We recommend tentative sewer approval be granted for that project our letter dated May 28<sup>th</sup>, 2009.
- The next application is After Disaster Housing Corporation is proposing to construct a two lot minor subdivision on a major site plant on the north side of West Commodore Blvd east of Hallmark Court. They have applied for preliminary utilities services at this time and propose to use on site well and septic systems to service the building. They are outside the sewer service area so septic is the proposed method. It was noted that for water it is proposed that dry water mains be installed across the project's frontage on Commodore Blvd. We recommend preliminary sewer and water be granted to this project.

Chairman Allmann discussed this project, noting the applicant is present at this meeting and it has been discussed with the Engineering Committee. Present from the public is Mr. Mike Bielski, President of After Disaster. Chairman Allmann stated that an agreement will be made to allow the applicant to move forward with the site plan and grant relief at this time and when water line is available, the applicant will pay his portion. It was noted that the Authority would put together a developer's agreement. Mr. Bielski stated that he is in full agreement. Mr. Harpell stated that there would be a provision in the agreement adding a lien on the property. Mr. Bielski commented that this is the last governmental agency to sign off and are looking for some possible relief in order to expedite the project. The Board granted a verbal approval and a letter will be submitted prior to formal agreement in June. It was noted that RVV note their records of the Board's recommendation.

- Meridian Health Village at Jackson is proposing to construct a 149,442 sq ft three-story medical health center at the intersection of Bennetts Mills Road and South Cooks B ridge Road, in the southeast corner. The applicant is applying for final sewer at this time and is proposing to connect to the manhole in the easement off Manhattan Street. We recommend final sewer approval be granted to this project.
- Vinciguerra Offsite Sewer Main Extension. The applicant is proposing to construct a force main along Route 537 that will service Block 3001, Lot 1. They are proposing to extend the force main and connect to the existing sanitary sewer off of Hurricane Harbor and Pump Station. We recommend preliminary approval be granted at this time. Chairman Allmann stated that the applicant is protecting their right for sewer line and have approvals on site. They are still working with Six Flags Great Adventure and this is one step of many.

### **Public Relations Committee Report**

Mr. Harpell stated that the Public Relations Committee will meet following this evening's meeting.

### **Administrative Committee Report**

Mr. Harpell stated that the Administrative Committee did not meet this month.

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

Mr. Diaz stated that the Finance Committee met on Wednesday, May 27, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,690,598.19. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$162,278.70 for Capital Projects (formerly reported \$158,678.70);
2. Construction Fund in the amount of \$3,901.56 for Bond Projects (formerly reported \$7,501.56);
3. NJEIT Project Fund in the amount of \$886,600.26 for NJEIT Projects;
4. Escrow Funds in the amount of \$45,060.92 for Developer Work;
5. Revenue General Fund in the amount of \$592,756.75 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$592,756.20 includes \$165,000.00 for funding the payroll account and \$162,887.26 for OCUA's 2<sup>nd</sup> quarter 2009 installment. As stated in my report, the Authority also received the credit from OCUA for 2005-2007 settlement of \$560,187.74, which was applied against the 2009 2<sup>nd</sup> quarter amount of \$723,075.00.

- Mr. Diaz discussed a resolution on the agenda this evening for approval to authorize a contract for U1 of Jackson for computer services. The Authority has been using this company on a trial basis for two months and is very pleased with the company and the individual who has been working with us. The Authority would like to authorize Contract C9-00033 for the amount of \$6,475.00, which will include two monthly site visits and remote monitoring of the network system. U1 also submitted an hour rate for anything above and beyond at \$95.00 per hour. The Finance Committee is recommending approval.
- The next item discussed was hydrant repair and maintenance parts from the Kennedy Companies. During the course of the flushing program, the Authority has identified hydrants that are in need of maintenance and repair. The Authority requesting approval to purchase some parts from the Kennedy Companies in the amount of \$3,132.76 to support those repairs.
- Closeout of Capital. Mr. Diaz referred to a capital summary report that he distributes each month that includes everything from the year 2000 to present. The Authority is looking to closeout prior years to only keep two years open at a time, the current year and one prior year. There resolution on the agenda this evening represents the years 2000-2003 with the final close of those budget years for capital, the balance left over amounts to \$272.00, which will be transferred from the Capital Reserve Fund to the Manhattan Street Fund.
- Mr. Diaz stated that the Deferred Compensation Audit has been completed which will finalize our Auditor's contract for 2008.
- Mr. Diaz stated that the Authority is required through the DCA issued out a local finance notice with regard to Identity Theft Policy. The Authority has a template policy that has been submitted which we will review in-house and seek legal advice. This policy is mandated and goes into effect August 1, 2009. Mr. Diaz stated that the Authority would present this policy next month and look at areas that may need to be addressed in-house. The Authority will look to approve by resolution.

- The Authority has received the schedule from the Township with regard to the tax lien process for 2008. The letters will begin to go out in June.

## PERSONNEL

The Personnel Committee met earlier this evening and Mr. Diaz discussed the following:

- Mr. Diaz discussed the following promotions on the agenda this evening:
  1. Mrs. Karen Bressi, who has held the title of Clerk Typist since February 2008. Mrs. Bressi will be promoted to Senior Clerk Typist with a starting salary of \$24,015.00.
  2. Mrs. Carolann Weisel, who has held the title of Clerk Typist since September 2007. Mrs. Weisel will be promoted to Senior Clerk Typist with a starting salary of \$24,015.00.
  3. Mrs. Andrea Simmonds, who has held the title of Senior Account Clerk since November 2007 and working for the Authority since 2003. Mrs. Simmonds will be promoted to Principal Account Clerk with a starting salary of \$27,710.00. It was noted that Andrea just received her Associates Degree in Accounting from Ocean County College with Honors. This is a great accomplishment and the Authority is very proud of her.
- Mr. Diaz discussed one title change on the agenda this evening. Mr. Stephan Colon was our Meter Reader/Meter Reader Repairer a few years ago. He is presently working as a Markout person and we are looking to bring Steve back as a Meter Reader/Meter Reader Repairer. This position is just a title change, which will be run through civil service and there is no salary adjustment since his salary is above the minimum level.
- Mr. Diaz discussed the new hire this evening who is Victor Siemanowicz who will be hired as a Sewer Repairer/Water Repairer at a rate of \$12.18 an hour and will working as the Markout person, replacing Steve Colon.

At this time, Chairman Allmann stated the Authority would need to address some of the low-end salaries as we go into the budget process for next year. It was noted that this is an ongoing process and it will take some time to get salaries to a decent rate.

### 6. Consent Resolutions 2009-95 to 2009-101

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| 2009-96 | Resolution Ratifying Cash Management Report for April 2009.  |
| 2009-97 | Resolution Granting Tentative Sewer Approval to Concord Village, Block 21801, Lots 1 & 1.01-1.46 on the Tax Map of the Township of Jackson                               |
| 2009-98 | Resolution Granting Preliminary Sewer and Water Approval to After Disaster Housing Corporation, Block 2701, Lots 31, 34, & 35 on the Tax Map of the Township of Jackson. |

- 2009-99 Resolution Granting Final Sewer Approval to Meridian Health Village at Jackson, Block 8101, Lots 5, 6 & 7, on the Tax Map of the Township of Jackson.
- 2009-100 Resolution Granting a Performance Bond Release to Donato D’Onofrio Commercial Site, Block 117, Lots 18.04, 18.05, 19.20 & 19.21.
- 2009-101 Resolution Granting Preliminary Sewer Approval to Vinciguerra Off-site Sewer Main Extension, Block 3001, Lot 1 on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2009-96 to 2009-101. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann noted the change discussed earlier in the meeting to this resolution.

7. Resolutions Offered:

- 2009-102 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2009-102. Mr. Borys seconded the motion and it was passed unanimously.

- 2009-103 Resolution Authorizing Contract for New Mexico Tank Communications Lease, Contract No. C8-00040.

Mr. Borys made a motion to approve Resolution 2009-103. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2009-104 Resolution Authorizing a Fixed Cost Agreement with JCP&L in the Amount of \$30,398.02 with \$20,829.14 being Refundable Subject to Conditions for the New Manhattan Street Water Treatment Plant Project.

Mrs. Clayton made a motion to approve Resolution 2009-104. Mr. Borys seconded the motion and it was passed unanimously.

- 2009-105 Resolution Approving Change Order Number 2 – Final Quantities to In Line Services, Inc. for Radio Meter Conversion Program – Phase I, Contract C8-00045 in the Credit Amount of (\$3,106.60).

Mrs. Clayton made a motion to approve Resolution 2009-105. Mr. Borys seconded the motion and it was passed unanimously.

- 2009-106 Resolution Awarding Task Order Change No. 1 to Gannett Fleming, Inc. for Lakeland Shores Water & Sanitary Sewer Systems, Contract No. 04-104, in the Amount of \$26,200.00.

Mrs. Blake made a motion to approve Resolution 2009-106. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann thanked the staff for their work in closing out this project.

- 2009-107 Resolution Authorizing an Agreement with Siemens Corporation for the use of US Peroxide, LLC Patented PRI-SC Technology US 6,773,604 B2 at a Cost of \$1,250.00 Per Month to the Authority.

Mrs. Blake made a motion to approve Resolution 2009-107. Chairman Allmann stepped from the Chair and seconded the motion. After discussion, the Board passed unanimously. The Authority will look at other options for odor control in the future.

2009-108 Resolution Authorizing Contract No. C9-00033 to U1 of Jackson LLC in the Amount of \$6,475.00 for On Site Computer Services through December 31, 2009.

Mrs. Blake made a motion to approve Resolution 2009-108. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-109 Resolution Authorizing the Cancellation of Balances in the 2000 Through 2003 Capital Reserve Fund – Capital Projects Held in a New Jersey Cash Management Account to New Jersey Cash Management Account for the Manhattan Street Project.

Mrs. Rickabaugh made a motion to approve Resolution 2009-109. Mr. Borys seconded the motion and it was passed unanimously.

2009-110 Resolution Authorizing the Payment to Albert Lee Construction, Inc. in the Amount of \$5,200.00 for Roof Repairs for the Administration Building Under Contract No. C9-00034.

Mrs. Rickabaugh made a motion to approve Resolution 2009-110. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-111 Resolution Authorizing the Payment to Harper International, Inc. in the Amount of \$3,070.00 for Replacement Valve Components for Well No. 8 and Well No. 11 Under Contract No. C9-00035.

Mr. Borys made a motion to approve Resolution 2009-111. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-112 Resolution Authorizing Payment to the Kennedy Companies in the Amount of \$3,132.76 Pursuant to Contract No. C9-00038 for Miscellaneous Fire Hydrant Parts and Equipment.

Mrs. Blake made a motion to approve Resolution 2009-112. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-113 Resolution Authorizing Promotion of Karen Bressi to Senior Clerk Typist.

Mrs. Clayton made a motion to approve Resolution 2009-113. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-114 Resolution Authorizing Promotion of Carolann Weisel to Senior Clerk Typist.

Mrs. Clayton made a motion to approve Resolution 2009-114. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-115      Resolution Authorizing Promotion of Andrea Simmonds to Principal Account Clerk.

Mrs. Clayton made a motion to approve Resolution 2009-115. Mrs. Blake seconded the motion and it was passed unanimously.

2009-116      Resolution Authorizing Title Change for Stephen Colon.

Mrs. Clayton made a motion to approve Resolution 2009-116. Mr. Borys seconded the motion and it was passed unanimously.

2009-117      Resolution Ratifying Provisional Hire of a Classified Employee

Mrs. Rickabaugh made a motion to approve Resolution 2009-117. Mrs. Blake seconded the motion and it was passed unanimously.

2009-118      Resolution Authorizing the Township of Jackson Department of Public Works Equipment Storage Building to Connect to the Authority's Sewer System.

Mr. Borys made a motion to approve Resolution 2009-118. Mrs. Blake seconded the motion and it was passed unanimously.

2009-119      Resolution Awarding an Emergency Contract in the amount of \$59,000.00 to AC Schultes For the Repair of Well #8 Contract No. C9-93339.

Mr. Borys made a motion to approve Resolution 2009-119. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

## 8. Other Matters

Chairman Allmann thanked the Staff and Commissioners who came out for Manhattan Street Ground Breaking Ceremony.

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann declared the May 28, 2009 Public Meeting adjourned.

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End of Minutes