

June 26, 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 June 26, 2008."

Chairman Allmann requested a roll call.

The June 26, 2008 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Clayton, Rickabaugh and Chairman Allmann, Alternate Members Garofano and 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, William Hierung. Chairman Allmann stated that Mr. Borys would be here shortly.

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. Maple Glen Rate Hearing

Chairman Allmann called the June 26, 2008 Maple Glen Rate Hearing to order at approximately 5:40 p.m.

Following the Maple Glen Rate Hearing, the June 26, 2008 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:50.

2008-126 Resolution Adopting 2008 Maple Glen Rate Schedule

Mrs. Rickabaugh made a motion to approve Resolution 2008-126. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

At this time, Chairman Allmann stated please let the record reflect that Mr. Borys has arrived.

2. Approval of the Minutes of the Open Session Public Meeting of May 22, 2008.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of the May 22, 2008. Mr. Borys seconded the motion and was passed unanimously. Mrs. Rickabaugh and Mrs. Garofano abstained.

3. 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.

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 discussed the fence for Well No. 11 on Aldrich Road. Well No. 11 is one of our high visibility sites and the fence is in poor condition. It was noted that this project was funded in the 2008 Capital Budget. Prices were received from Consolidated Steel & Aluminum Fence, a state contract vendor, for \$10,313.00. This price was verified with a few other fence vendors and Consolidated ended up being the low bidder. The Authority will request approval this evening from the Board.
- The next item discussed was for the public auction for surplus property. The Authority will hold a Surplus Sale on Monday, June 30th at 5:00pm. The only item not being sold at this time is truck #8, since we have not received the new vehicles yet.
- Destruction of Records. It was noted that the Purchasing Department has been cleaning up the archives and getting the surplus sale items ready. There are 150 boxes of material we are looking to get rid of. The boxes include old vouchers, bank statements, etc., which have been approved for destruction by our Auditor and the NJ Division of Records and Archives Management. We will look to shred these records next month.
- Mr. Harpell mentioned the article that was passed out to the Board regarding the mandatory connection ordinance, which was recently adopted in Toms River.
- Mr. Harpell stated that the 2008 Consumer Confidence Report was mailed out to all customers on July 1st. It was also noted that the staff does a good job and it is nice to be able to put a report out showing such good water quality in Jackson.
- Flow Study at Six Flags Great Adventure. Mr. Harpell discussed the concern that the sewer flow volume from the pump station installed in 1996 has always been low. The Authority wants to verify that it is not a flow meter issue and would like to bring in CSL, a subcontractor to Alaimo Associates who specialize in this kind of work. Flow meters will be installed for a full month for \$7,500.00. This was discussed with the Engineering Committee and would like to recommend for approval this evening. It was noted that Six Flags Great Adventure is aware of what the Authority is proposing to do.
- Mr. Harpell would like to thank Commissioner Lundy for his help with the website. Mr. Lundy came in the office this week and worked with some of the employees in getting the new software up and running.

Engineering Committee Report

The Engineering Committee met on June 24, 2008 and Mr. Harpell discussed the following items this month.

ACTION ITEMS

- Relocation of Water Mains and Other Authority Facilities on County Line Road. We have not yet finalized the scope of the work being done on County Line Road and do not know exactly what the final costs are. Since the costs would be fairly substantial, we would like to present to the Board a budget for the relocation work and will then formalize these costs with an agreement with the County at a future date. At this time, the estimated cost from Bennetts Mills Road to Jackson Mills Road would be \$120,000.00. Chairman Allmann noted that this would eliminate any delay in the proposed work. It was noted that we have to relocate facilities for the widening of the road. Mr. Harpell stated that when you obtain a permit from the County, the Authority has to commit to moving facilities if there is ever a conflict in the future and that is what is being done with this project. Mr. Harpell stated that the Authority is taking measures to keep the pricing down including utilizing D&D Utility Contractors where the County's contractor is not providing reasonable prices.
- Mr. Harpell stated that the new water plant would go out to bid July 10th and the tank on July 17th. It was noted that there is change order from O'Brien and Gere Engineers for some survey and miscellaneous cleanup work on the job for \$11,500.00. The Authority feels this is a fair cost and would like to proceed.
- Rehabilitation of Wells No. 1, 3, 13 & 15, Contract No. C7-00012 – Approving Final Quantities Change Order No. 2 to Unitech Drilling Co., in the credit amount of (\$78,620.00). Mr. Harpell stated that Well 13 was not redeveloped last year and there were other miscellaneous savings on the job.
- Sanitary Sewer System Evaluation – Phase 6A, Contract C7-00046 – Approving Closeout & Performance Bond Release to D&D Utility Contractors, Inc. The job is complete and the Authority would like to recommend that the job be closed out.
- SCADA Systems and Control/Instrumentation Improvements, Phase IV Hyson Water Treatment Plant, Contract No. C8-00042 – Authorizing Award of Engineering Services to Montgomery Watson Harza Americas, Inc., in an amount not to exceed \$59,850.00. The Hyson Road Water Treatment plant is the last part of our water system that is not on SCADA yet. MWH has been our design engineer for the whole SCADA project and it is critical to get Hyson on SCADA. We are hoping to have it on the system by early 2009. Chairman Allmann noted that the in-house engineers have brought this number down considerably by changing some items in the SCADA program.
- Westlake Village Phase III Lateral Video Inspection, Contract No. C8-00024 – Approving Closeout to D&D Utility Contractors, Inc. The lateral inspections are complete and we will go over some of the required improvements with Lennar. It was

noted that D&D has fulfilled their contractual obligations and we are recommending that the performance bond be released.

- Conflict with County Project on West Veterans Highway, Contract C8-00043 Authorizing Payment to Lucas Brothers, Inc. for costs associated with the relocation of utilities, in an amount not to exceed \$8,878.71. There were a few conflicts with the new water main on West Veterans Highway. Lucas is working with the County to move that water main. It was also noted that the County would be moving ahead with the South Cooks Bridge/Manhattan Street intersection.
- The last action item discussed was JPMorgan Chase Bank – Authorizing Execution of a Developer’s Agreement. JPMorgan Chase is building on the CNLRS project approved a few months ago. This will be a private force main in the County right away. The County has asked the Authority to be a co-signer on the easement agreement and we need to be sure that our interests are protected with the fact that JPMorgan Chase is responsible for any upgrades or repairs in the right away.

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 June 26, 2008 and requesting approval from the Board.

- Final Water and Sewer application Jackson Crossing Off-site Pump Station. The applicant, Cardinale Enterprises, is proposing to construct a commercial site of 60,000 sq ft retail space, 15,000 sq ft office, 14,000 sq ft pharmacy and a 2,990 sq ft bank and a 3,300 sq ft fast food restaurant at the intersection of E Veterans Highway and South Hope Chapel Road. This site contains 12.7 acres and the applicant is applying for water and sewer service at this time. The applicant is proposing to service the site with on site water and sewer main extensions.
- Coughlin Court major site plan, Block 2603, Lot 30. The applicant, Pegg, Legg Web, LLC, is proposing to construct a 24,000 warehouse, firewood processing and concrete pre-cast fabrication building in the cul-de-sac of Coughlin Court, which is located off Patterson Road. The site contains a total of 6.17 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to service the site with an on-site well and septic system.
- Hyson Estates Offsite, the applicant A&M Harrison Construction Company is proposing to construct an 8-inch DIP water main along Harmony Road to serve the Hyson Estates Subdivision. The Hyson Estates Subdivision is 8 residential lots located on Harrison Court. The applicant is proposing to connect to the 12 inch water main located on Harmony Road and install a 12”x8” reducer and extend 8” water main north to Harrison Court. These are companion applications and have recommended these approvals in our June 16th, 2008 letters to the Board.
- The next two items are performance guarantee releases. The first is Westlake Village, Section 4B and we recommended this release in our June 16, 2008 letter to the Board. The second is the Jackson Crossings Sanitary Sewer Pump Station and we recommended that release in our June 16, 2008 letter to the Board.

Mr. Dittenhofer noted that all the development applications are shown on the board this evening if anyone has any questions with respect to the locations.

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. The staff also wanted to thank the Public Relations Committee for forwarding some alternatives for handouts this year. Our in-house draftsman is working on trying to clean up the logos we looked at last month. There were five very qualified entries and two really stood out. We were hoping to present this month but will have them cleaned up to present to the Board next month. It was also decided that a token of gratitude would be given to all who entered the logo contest.

Administrative Committee Report

Mr. Harpell stated that the Administrative Committee did not meet this month but the Personnel Policies and Procedures approval is on the agenda this evening.

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

Mr. Diaz stated that the Finance Committee met on Monday, June 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 \$812,620.50 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$392,623.94 for Capital projects;
2. Escrow Funds in the amount of \$21,222.04 for Developer Work;
3. Revenue General Fund in the amount of \$398,774.52 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$398,774.52 includes \$185,000.00 for funding the Payroll account.

- Mr. Diaz discussed the resolution being presented this evening for a vehicle purchase noting that this resolution is twofold. One is to rescind the contract that was awarded last month and to award a new contract. The rescinding is for the Ford National Auto Mart under JTMUA Contract No. C8-00027 for a Ford F150 in the amount of \$16,017.50. This vehicle is no longer being produced. The next type of vehicle the Authority could use was the F250, which is being awarded on this resolution under State Contract No. 870987 to Warnock Fleet under JTMUA Contract No. C8-00044 in the amount of \$19,383.67.
- The next item is a resolution for garage equipment. The garage personnel is looking to purchase a tire mounting and balancing machine so tires can be repaired on site. The other is for a vehicle scanner to identify vehicle issues so they may be repaired on the spot. This new equipment would save the Authority money by not sending all vehicles out to a repair shop. The purchase is from Snap-On Industrial State Contract No. 66332 under JTMUA Contract No. C8-00039 in the amount of \$9,706.56. Mrs. Clayton questioned if the Authority had qualified personnel to do these repairs and Mr. Diaz responded that we have a qualified on-staff mechanic. The in-house repairs are also beneficial to the Authority as they get the vehicles

back in service a lot faster than sending them out. Mr. Harpell also stated that our mechanic is very capable individual and is able to handle quite large repairs, such as air brakes. This is saving the Authority money and time.

Personnel Committee Report

Mr. Diaz stated that the Personnel Committee met this evening and discussed the following items:

- Mr. Diaz discussed a resolution on the agenda this evening pertaining to employees who attain a very small water systems license. The idea is to allow those individuals who take the necessary courses to attain the license to receive a \$1.00 increase to their hourly wages for that effort. The idea is encourage the staff to pursue a higher license so they can work their way up to Water Treatment Operator level. It was noted that this is both beneficial to the employee and the Authority. There are three individuals this will affect, Stephen Colon who has been with the Authority since July 2002, Jeff O'Prandy who has been with the Authority since June 2002. These two individuals were meter readers who moved to the field office as Sewer Repair/Water Repair. The third is Edward Roberto who has been with the Authority since September 2006. It was noted that the Authority would look to amend the Union Contract so that others who obtain this license would be given the same opportunity.
- The Authority's Purchasing Assistant, Michelle DeFrancis, has attained her RPPS Certificate (Registered Public Purchasing Specialist). Michelle has taken the place of Robert Lomax and is doing a wonderful job for the Authority. It was noted that Mrs. DeFrancis is working her way to attaining the Qualified Purchasing Agent Certificate. She has taken all the courses and now has to wait for her years of service. Mr. Diaz stated that a \$1,000.00 has been worked into the budget for attaining the RPPS and the Personnel Committee discussed this evening and we're recommending approval.
- Reassigning the Safety Officer Duties. It was noted that we are reassigning safety duties based on the new organizational chart. We are looking to assign these duties to Mr. Richard Quigley. There is a stipend for this position, which will also be transferred to Mr. Quigley. The amount is \$2,600.00 per year, which is paid out in equal monthly installments of \$216.67.
- Defined Contribution Program (DCRP). This is the new pension program for elected and appointed officials as well as upper management. The resolution is to identify positions that are eligible and those exempt. It was noted that the resolution identifies the actual positions and was mandated by the State. The effective date is July 1, 2007 so any new Commissioners or management that were hired by the Authority after that date would fall under the new DCRP instead of the PERS. It was noted that the only Board member who would currently be affected would be Mrs. Debra Garofano.
- Mr. Diaz discussed the procedure of paper reports to the Board. There was a request to convert the monthly reporting to an electronic form. Mr. Diaz suggested that the individual Committees would receive their specific information and the reports could be sent electronically. It was noted that a hard copy would always be kept in the office if anyone would like to view. At this point, Mr. Diaz asked the Board if this is something they are willing to entertain. The Board discussed the advantages to electronic copies, noting the time saving factor and a financial savings by cutting down on paper. It was suggest that we test this

procedure for the next few months and if any Board Members feel they are not getting enough information prior to the Public Meeting, then some changes can be made to the procedure. Mr. Borys and Mrs. Rickabaugh both stated they would prefer to stay with the present procedure of receiving paper reports. It was decided that the Authority would look into how an electronic procedure can work and create a checklist for the Board. Each Commissioner can check off exactly what they would like to receive in their packet.

At this time, Chairman Allmann entertained a motion to accept all the reports this evening. Mrs. Rickabaugh made a motion to approve. Mrs. Blake seconded the motion and it was passed unanimously.

6. Consent Resolutions 2008-127 to-2008-133

- 2008-127 Resolution Ratifying Cash Management Report for May 2008.
- 2008-128 Resolution Granting Preliminary Sewer and Water Approval to Coughlin Court, Block 2603, Lot 30 on the Tax Map of the Township of Jackson.
- 2008-129 Resolution Granting Final Water Approval to Hyson Estates, Block 4801, Lot 10 (Formerly Block 145.01, Lot 29.02) on the Tax Map of the Township of Jackson
- 2008-130 Resolution Granting Final Water Approval to Hyson Estates Offsite – Harmony Road Water Main Extension.
- 2008-131 Resolution Granting Final Sewer and Water Approval to Jackson Crossing On-site and Jackson Crossing Off-site Pump Station Improvements, Block 21301, Lot 10.01 (Formerly Block 58.01, Lot 1.02) on the Tax Map of the Township of Jackson.
- 2008-132 Resolution Granting a Performance Bond Release to Cardinale Enterprises, Inc. for Jackson Crossing Off-site Pump Station Improvements, Block 21301, Lot 10.01 (Formerly Block 58.01, Lot 1) On the Tax map of the Township of Jackson.
- 2008-133 Resolution Granting a Water Performance Bond Release to Toll Brothers for Westlake Village, Section 4B.

Mrs. Blake made a motion to approve Resolutions 2008-127 through 2008-133. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

6. Resolutions Offered:

- 2008-134 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2008-134. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

- 2008-135 Resolution Authorizing Payment to Lucas Brothers, Inc. for Costs Associated with the Relocation of Utilities in Conflict with County Project on West

Veterans Highway, Contract No. C8-00043, in an Amount Not To Exceed \$8,878.71.

Mrs. Clayton made a motion to approve Resolution 2008-135. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-136 Resolution Authorizing a Shared Services Agreement with the County of Ocean for the Relocation of Water Mains, Hydrants and Other Utility Facilities within a Portion of County Line road and for An Amount Not to Exceed \$120,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2008-136. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-137 Resolution Awarding Task Change Order No. 2 to O'Brien & Gere Engineers, Inc. for Additional Engineering Services for the Manhattan Street Facility Improvements, Contract No. C6-00154 and Southeast Quadrant 1MG Elevated Tank, Contract No. C6-00155 2007, in an Amount not to Exceed \$11,500.00.

Mrs. Clayton made a motion to approve Resolution 2008-137. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-138 Resolution Authorizing Award of Engineering Services to Montgomery Watson Harza Americas, Inc. for SCADA Systems and Control/Instrumentation Improvements, Phase IV, Contract No. C8-00042, in an Amount Not to Exceed \$59,850.00

Mr. Borys made a motion to approve Resolution 2008-138. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-139 Resolution Approving Final Quantities Change Order No. 2 to Unitech Drilling Co., Inc. for Rehabilitation of Wells No. 1, 3,13 & 15. Contract No. C7-00012, in the Credit Amount of (\$78,620.00).

Mrs. Blake made a motion to approve Resolution 2008-139. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-140 Resolution Authorizing Execution of an Agreement with JP Morgan Chase Bank (The Successor to CNLRS, LLC) in Connection with its Project located at Block 4901, Lots 11 and 12. Township of Jackson requiring the Installation of a Sanitary Sewer Force Main to be Located within the County Right of Way at North County Line Road and Harmony Road.

Mrs. Clayton made a motion to approve Resolution 2008-140. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-141 Resolution Authorizing Closeout and Release of Performance Bond for Sanitary Sewer System Evaluation – Phase 6A, Contract No. C7-00046 with D&D utility Contractor's Inc.

Mr. Borys made a motion to approve Resolution 2008-141. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-142 Resolution Authorizing Closeout and Release of Performance Bond For Westlake Village Phase III Lateral Video Inspection, Contract No. C8-00024 with D&D Utility Contractors, Inc.

Mrs. Blake made a motion to approve Resolution 2008-142. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-143 Resolution Rescinding the Award One 2008 Ford F150, in the Amount of \$16,017.50 due to Ford National Auto Mart, and Further Awarding the Contract for One 2008 Ford F250, 4WD Pursuant to State Contract A70987 to Warnock Fleet for the Total Amount of \$19,383.67 Under Authority Contract No. C8-00044

Mr. Clayton made a motion to approve Resolution 2008-143. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-144 Resolution Authorizing Contract to CSL Services, Inc. to Provide Temporary Flow Metering Services, Contract No. C8-00046, in the Amount of \$7,500.00

Mrs. Rickabaugh made a motion to approve Resolution 2008-144. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-145 Resolution Authorizing Contract No. C8-00039 to Snap On Industrial in the Amount of \$9,706.56 for Equipment for the Authority's Garage Pursuant to State Contract 66332

Mrs. Rickabaugh made a motion to approve Resolution 2008-145. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-146 Resolution Authorizing Payment to Consolidated Steel & Aluminum Fence Co. in the amount of \$10,313.00 for the Replacement of Fence in Front of Well #11 on Aldrich Rd Pursuant to Contract No. C8-00041

Mrs. Clayton made a motion to approve Resolution 2008-146. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-147 Resolution Adopting JTMUA Policies & Procedures Manual

Mrs. Blake made a motion to approve Resolution 2008-147. Mrs. Clayton seconded the motion and it was passed unanimously. Mr. Borys and Mrs. Garofano abstained.

2008-148 Resolution Amending the Authority's Salary Ranges for Employees with VSWS Licenses

Mrs. Clayton made a motion to approve Resolution 2008-148. Mr. Borys seconded the motion and it was passed unanimously.

2008-149 Resolution Authorizing a \$1,000.00 Salary Increase to the Authority's Purchasing Assistant for Obtaining a "Registered Public Purchasing Specialist Certificate".

Mrs. Blake made a motion to approve Resolution 2008-149. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-150 Resolution Appointing Safety Officer

Mrs. Clayton made a motion to approve Resolution 2008-150. Mr. Borys seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

2008-151 Resolution Establishing Method to Determine Positions Eligible for the Defined Contribution Retirement Program in Accordance with N.J.S.A. 43:15C-2.

Mrs. Rickabaugh made a motion to approve Resolution 2008-151. Mr. Blake seconded the motion and it was passed unanimously. Mrs. Garofano abstained.

There was no closed session this evening.

7. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the June 26, 2008 Public Meeting adjourned.

End of Minutes

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