

07/23/09

Commissioner Blake 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 July 23, 2009."

Commissioner Blake requested a roll call.

The July 23, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys and Clayton, 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 Hering. Chairman Allmann and Member Rickabaugh were excused.

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. Approval of the Minutes of the Open Session Public Meeting of June 25, 2009.

Mr. Lundy made a motion to approve the minutes of the Open Session Public Meeting of June 25, 2009. Mr. Borys seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

With no one present, Commissioner Blake closed the public portion stating that she will reopen if someone 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 resolution this month for the purchase of a Pump Station Service Truck noting this was rejected last month. The Authority would like to purchase the truck on State Contract and will then bid out the fitting of the vehicle. It was noted there was one change since last reported with regard to the 84" cab to axle length, which will change to a 60" cab to axle length. This reduced the cost by \$500.00. The Authority is requesting approval to purchase this vehicle from Warnock Automotive Group in the amount of \$35,691.00.

- The next item discussed was Vista South Tract. Mr. Harpell stated that Sambol has completed all the repairs. The Authority is requesting approval to release Sambol from their performance bond.
- Mr. Harpell discussed the resolution for the purchase of utility markout equipment. The Authority would like to purchase a Metro Tech 810 Line Locator, which will help find the metallic pipe at cost of \$2,664.00. It was noted that different pieces of equipment have been demonstrated and this particular piece of equipment will best suit our needs.
- Mr. Harpell discussed a resolution being presented this month for the purchase of an Aquifer Model from Envision Environmental Education in the amount of \$2,082.00. The model will be customized, showing the relative distance between a homeowner well and our deep wells. The model will be used for Jackson Day and will then be displayed in the Administration Building's Lobby. It was noted that last year, the Authority borrowed a model and was very well received by the residents at Jackson Day.
- The next item discussed were controls for Legler Wells 1 & 3. Mr. Harpell discussed the need of upgraded controls at the Legler Water Treatment Plant. This will help in controlling Legler remotely through the SCADA system. The Authority received quotes from Scalfo Electric and ABS Electric and Scalfo was the low bidder at \$6,440.00.
- Mr. Harpell updated the Board with regard to Home Service, USA, stating there are presently 649 water customers and 77 sewer customers enrolled. A new letter will be going out shortly and it was noted that the letters would be on Home Service's letterhead, which will make it clearer for customers.
- The next item discussed was Cooks Landing Commercial. Mr. Harpell stated that on July 16, 2009, the Developer requested relief from some of our requirements. They are requesting relief from bonding for the onsite improvements since they will be owned by Cooks Landing Commercial, and will bond for only the offsite improvements. The Engineering Committee is recommending that we offer this reduced bonding.

Administrative Committee Report

Mr. Harpell stated that there was no Administrative Committee Meeting this month.

Public Relations Committee Report

The Public Relations Committee met on June 25, 2009 and chose the following items for Jackson Day; yo-yos, beach balls, stress balls in the shape of a water drop and a slide rule for water conservation. There is a resolution on the agenda this evening for authorization to purchase items for Jackson Day 2009.

Engineering Committee Report

The Engineering Committee met on Tuesday, July 21, 2009 and Mr. Quijano discussed the following items this month.

Capital Projects - Action Items

- Brookwood III Sanitary Sewer Replacement – Authorizing Award of Task Order Change No. 1 to Gravatt Consulting Group in the amount of \$12,350.00. In order to determine the final bid ready design plan for the project, the Authority Staff and Gravatt Consulting Group conducted several field investigations of the actual sewer flows in each manhole on County Line Road and Villanova Drive. During that investigation, the Authority determined that by extending the existing Hampshire Hills Pump Station force main into Villanova Drive, it will alleviate all the backup sewer and surcharging on County Line. By extending the force main, there is an 80-90% possibility that Phase II of this project will not be necessary. This was not included in the original proposal so this cost will cover the design and construction management for extending the force main. It was noted that Phase II was projected at \$1,000,000.00, which could be eliminated.
- Authorization of the payment of permits to the New Jersey Department of Environmental Protection and the Pinelands Commission for the Legler Water Supply Improvements. The payments are in the amount of \$2,860.00 for Freshwater Wetlands permit and \$937.50 for the Pinelands Commission. Mr. Quijano stated that as soon as we receive the approval, the permits will be applied.
- Jackson Township – Authorizing Payment for Resetting existing Manholes Castings and Resetting Water Valve Boxes. The Township of Jackson has awarded its 2009 pavement overlay project. In the event the Authority cannot reset the castings and water valve boxes, the Authority agrees to pay the contractor. It was noted that currently, there have been no issues. The amount is not to exceed \$7,500.00.

At this time, Mr. Quijano updated the Board on the progress of the New Manhattan Street Water Treatment Plant Project. As of June 24, 2009, the project was 28.5% complete and the total amount paid including retainage is \$2,367,302.80. As of today, the contractor has submitted a penciled payment request for next month in the amount of \$854,00.00, which will take the project completion to 39%. It was also noted that the expected completion is February 2010, six (6) months ahead of schedule. Mr. Quijano stated that he would update the Board each month with the progress of the project.

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

DEVELOPER PROJECT

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

- A&A Truck Parts Diamond Road Terminal, between Route 195 and Bismark Road. It was noted that water and sewer utilities are proposed. We recommend preliminary water and sewer approval as per our review letter dated July 13, 2009.
- Cranberry Harvest Estates is requesting release of the water system performance. We recommend release contingent upon a few items that need to be completed as per our July 13, 2009 letter.

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

Mr. Diaz stated that the Finance Committee met on Monday, July 20, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,399,332.80. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$378,391.66 for Capital Projects;
2. Construction Fund in the amount of \$5,252.86 for Bond Projects;
3. NJEIT Project Fund in the amount of \$573,490.22 for NJEIT Projects;
4. Escrow Funds in the amount of \$25,413.58 for Developer Work;
5. Customer Deposit in the amount of \$10,000.00 for Deposit Refund;
6. Revenue General Fund in the amount of \$395,272.33 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$395,272.33 includes \$180,000.00 for funding the payroll account. Additionally, there were some balance adjustments on the accounts including reducing part of the Operating Expense Fund account.

- Mr. Diaz discussed two resolutions on the agenda this evening. GovDeals is the company the Authority would like to use to sell surplus items which is done online. They charge 7% of the sales but manage the whole sale. If there is no objection to signing a contract with GovDeals, the second resolution this evening is to actually sell surplus items no longer needed at the Authority.
- The Public Relations Committee is requesting a budget of up to \$4,000.00 for Jackson Day 2009. This will allow purchasing the items needed for Jackson Day and having them here in plenty of time. It was noted that the budget was reduced from last year by \$1,000.00 and the number of items being ordered has also been reduced.
- The next item discussed was the purchase of a new file server. The Authority is in need of a third file server to run the exchange server software. There have been some complications with the software running on the CAD Server, which runs the mapping/GIS software. The purchase is for a Hewlett Packard Proliant Server under State Contract A70262, JTMUA Contract No. C9-93849 in the amount of \$3,043.00. The installation price from our consulting computer company is \$570.00. At his request, Mr. Diaz will provide the specs to Commissioner Lundy. The Authority's previous consulting computer company had also recommended the upgrade. The back-up process will remain the same with the exception of adding the new server as part of the back-up routine.
- Mr. Diaz discussed the damage incurred during lightening storms on June 26, 2009. With regards to hardware, some of the SCADA equipment was damaged as well as some network switches and one desktop computer. It was suspected that lightening entered through the cable line. The Authority is estimating approximately \$10,000.00 in damages and has started submitting bills to Scibal. Discussion continued regarding steps to possibly prevent this from happening in the future. Unfortunately it's difficult to prevent and the Authority will speak with the consulting computer company if there are any precautions or changes to cable lines that could be made.

Lastly, Mr. Diaz stated that Albert Lee would be starting the Administration Building's roof repair shortly. The contractor needs to have four consecutive days without rain to begin the work.

PERSONNEL

Mr. Diaz stated that there was no Personnel Committee Meeting this month.

5. Consent Resolutions 2009-139 to 2009-142

2009-139 Resolution Ratifying Cash Management Report for June 2009.

2009-140 Resolution Granting Preliminary Sewer & Water Approval to A&A Truck Parts Diamond Road Terminal, Block 503, Lot 7 on the Tax Map of the Township of Jackson.

2009-141 Resolution Granting a Performance Bond Release for Water to Cranberry Harvest Estates, Block 19601, Lots 1-11, 13, 14 (f/k/a Block 66.09, Lots 52.03-52.15).

2009-142 Resolution Granting a Performance Bond Release to Vista Center South Tract Block 2201, Lot 3 (f/k/a Block 147.02, Lot 59.02).

Mr. Borys made a motion to approve Resolutions 2009-139 to 2009-142. Mrs. Clayton seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2009-143 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Clayton made a motion to approve Resolution 2009-143. Mrs. Borys seconded the motion and it was passed unanimously.

2009-144 Resolution Authorizing Payment of \$2,860.00 to the New Jersey Department of Environmental Protection and Authorizing Payment of \$937.50 to the Pinelands Commission for Application Fees in Conjunction with the Legler Water Supply Improvements.

Mr. Borys made a motion to approve Resolution 2009-144. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-145 Resolution Authorizing Award of Task Order Change No. 1 to Gravatt Consulting Group for Brookwood III Sanitary Sewer Replacement, Contract No. C9-00017 in an Amount Not to Exceed \$12,350.00

Mrs. Clayton made a motion to approve Resolution 2009-145. Mr. Borys seconded the motion and it was passed unanimously.

2009-146 Resolution Authorizing Payment to Jackson Township for Resetting Existing Manhole Castings and Resetting Water Valve Boxes, in an Amount Not to Exceed \$7,500.00

Mr. Lundy made a motion to approve Resolution 2009-146. Mr. Borys seconded the motion and it was passed unanimously.

- 2009-147 Resolution Authorizing the Purchase of Markout Equipment, Contract No. C9-00048 from Eastcom Associates, Inc. in the Amount of \$2,664.00.
- Mrs. Borys made a motion to approve Resolution 2009-147. Mr. Lundy seconded the motion and it was passed unanimously.
- 2009-148 Resolution for the Purchase and Installation of Custom Hardware Controls for Legler Wells 1 & 3 from Scalfo Electric in the Amount of \$6,440.00, JTMUA Contract No. C9-00045.
- Mrs. Clayton made a motion to approve Resolution 2009-148. Mr. Lundy seconded the motion and it was passed unanimously.
- 2009-149 Resolution Authorizing the Purchase of One 2009 Ford Super Duty F-450 Super Cab, 60" ca 2WD, with Listed Options from Warnock Automotive Group under State Contract No. A74060 (T-0100), Pursuant to Authority Contract C9-94744 for the Sum of \$35,691.00.
- Mr. Lundy made a motion to approve Resolution 2009-149. Mr. Borys seconded the motion and it was passed unanimously.
- 2009-150 Resolution Authorizing an Agreement with GovDeals for the Online Sale of the Surplus of Personal Property Not Needed for Public Use by the Authority.
- Mrs. Clayton made a motion to approve Resolution 2009-150. Mr. Borys seconded the motion and it was passed unanimously.
- 2009-151 Resolution Authorizing the Appropriation of \$4,000.00 for the Jackson Day 2009 Celebration.
- Mr. Lundy made a motion to approve Resolution 2009-151. Mr. Borys seconded the motion and it was passed unanimously.
- 2009-152 Resolution Authorizing an Online Sale for Surplus of Personal Property No Longer Needed for Authority Use.
- Mrs. Clayton made a motion to approve Resolution 2009-152. Mr. Borys seconded the motion and it was passed unanimously.
- 2009-153 Resolution Authorizing the Purchase of a Groundwater Model, Contract No. C9-00047, from Envision Environmental Education in the Amount of \$2,082.00.
- Mrs. Clayton made a motion to approve Resolution 2009-153. Mr. Borys seconded the motion and it was passed unanimously.
- 2009-154 Resolution Authorizing the Purchase of a Hewlett Packard Proliant Server in the Amount of \$3,043.00 Under State Contract No. A70262, JTMUA Contract No. C9-93849.

Mr. Lundy made a motion to approve Resolution 2009-154. Mrs. Garofano seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

With no further matters to discuss, Mr. Borys made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Commissioner Blake declared the July 23, 2009 Public Meeting adjourned.

End of Minutes