

09/24/09

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 September 24, 2009."

Chairman Allmann requested a roll call.

The September 24, 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, 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, Alan Dittenhofer and Authority Counsel, William Hering.

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 August 27, 2009.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of August 27, 2009. Mr. Borys seconded the motion and it was passed unanimously with the exception of Chairman Allmann who abstained.

2. Questions/Comments from the Public

With no one present from the public, Chairman Allmann closed the public portion of the meeting noting he would 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 change with regard to the purchase of a Pump Station Service Truck, which was discussed with the Finance Committee. There was issue with the low bidder, Seely, who did not include hydraulic outriggers on the truck, which is a safety item when lifting heavy equipment. The Authority is recommending awarding to Dejana at \$35,330.00 for the bid.

- Mr. Harpell noted that Flushing started last Sunday. Streets that are being flushed are posted on our website. Residents are able to check the website for the schedule. It was also noted that photos of the progress of the new plant and water tank are also being posted on the website.
- Mr. Harpell noted the 2009 Association of Environmental Authorities Meeting will be held November 17<sup>th</sup> and 18<sup>th</sup>. Please Joan or I know if you would like to attend.
- The next item discussed was the potential NJEIT Stimulus Funding. The Authority will be submitting a few projects for potential funding. The Authority has approximately \$5,000,000.00 worth of projects and if funding does become available will be in a position to take advantage of it.
- The next item discussed was the lack of ground level parking at the Administration Building. It was noted some people have difficulty climbing the back steps and parking on the first level they would not have to utilize a flight of stairs. In addition, parking is getting tight. We would like to add 9 additional spots as well as an additional handicapped space. The Authority would like to recommend Remington Vernick & Vena Engineers to design these improvements at a cost of \$11,700.00. This would be consistent with CMX's facilities plan completed in 2008.
- Mr. Harpell discussed the meeting scheduled with the Pinelands Commission regarding a potential amendment to the Comprehensive Management Plan. They are looking to make sure water purveyors are able to supply water to the projects being proposed. This is a reasonable proposal and the only concern is how it is implemented. The Authority will attend this meeting.
- Mr. Harpell discussed the recent meeting with some of the Cedar Court residents with regards to sewer. The Authority agreed to look if there is any cost effective way to run sewer to this area. The options at this point would be very expensive for the residents.
- Mr. Harpell discussed the Six Flags Great Adventure Reorganization Plan hearing scheduled for October 8<sup>th</sup>. The Authority is requesting approval to retain Riker Danzig for a not to exceed \$15,000 to review and file an objection on our behalf. There is a possibility they will not have to file; in that case the cost will be lower. It was noted the filing deadline is October 1, 2009.

### **Administrative Committee Report**

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

### **Public Relations Committee Report**

Mr. Harpell stated there would be a brief meeting this evening regarding upcoming Jackson Day. All the handouts have been received as well as the aquifer model, which will be displayed in the lobby following Jackson Day. Mr. Harpell also noted that the ceremonial shovel from the Manhattan Street Water Treatment Plant Groundbreaking Ceremony is mounted in the Administration Building Lobby, above the water fountain.

## **Engineering Committee Report**

The Engineering Committee met on Tuesday, September 22, 2009 and Mr. Quijano discussed the following items this month.

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

- Award Contract for 2009 Infrared Paving. Presently there is approximately 5,861 sq. ft of base paving that needs final paving. The bid price received ranged from a low of \$33,851.50 to a high of \$53,960.00. The Engineering Committee reviewed the bids and are recommending award to Atlantic Infrared, Inc. in the amount of \$33,851.50. Chairman Allmann noted that we also looked at a paving issue in Crystal Brook.
- Closeout and Release of Performance Bond to D&D Utility Contractors for the Miscellaneous Trenchless Type Sewer Repairs, Contract No. C6-00174. Mr. Quijano noted that D&D completed their contractual obligations. Our attorney has reviewed the closeout documents and we are recommending the closeout of this contract.
- Authorizing the Closeout and Release of Performance Bond to A.C. Schultes for the Rehabilitation of Legler Well No. 3, Contract No. C9-00025. Mr. Quijano noted that A.C. Schultes has completed their contractual obligations and submitted all closeout documents. We are recommending closeout of this project.
- Change Order No. 2 to Eagle Construction Services for the New Manhattan Street Water Treatment Plant. The change order is in the increased amount of \$4,649.50. It was noted that the change order consists of various items deleted in the contract and a couple items added to the project contract. The decrease items are in the amount of (\$28,215.00) and the increase is in the amount of \$32,864.50, which will bring a \$4,649.50 increase to the revised contract amount. The revised total contract amount will be increased from \$8,255,027.50 to \$8,259,677.00. This has been discussed with the Engineering Committee and we are requesting approval from the Board this evening.

At this time, Mr. Quijano updated the Board on the progress of the New Manhattan Street Water Treatment Plant Project. As of September 17, 2009, the project is 59% complete and is still on schedule for the January 2010 substantial completion. Total amount completed and stored is \$4,415,248.00 and the remaining project amount is \$3,839,779.50. By March 2010, the contractor is planning to turn over the water treatment plant to the JTMUA.

Construction of the IMG Elevated Storage Tank. The project is 8% completed as of September 17, 2009. The total amount completed and stored, including retainage is \$217,500.00. The first ring of the hydropillar-fluted column has been completed and the contractor is working 8 days straight including Sundays. They are also requesting a variance from the Township to work on Sundays.

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

## **DEVELOPER PROJECT**

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers stated there are two development applications for approval on the agenda this evening. These applications are shown in blue on the map.

- Windsor Crescent (formerly known as Solar Avenue, affordable housing project). The applicant, LaManna Housing Services Corporation is proposing to construct multifamily affordable housing on the north side of Solar Avenue, West of Corporal Luigi Marciante Memorial Drive. The development will consist of 112 units in fourteen buildings. The applicant is applying for preliminary and tentative water and sewer approval. The applicant proposes to connect to the existing water main along Corporal Luigi Marciante Memorial Drive and extend the main along to Solar Avenue. The applicant also proposes to connect to the existing sanitary sewer on West County Line Road. We recommend this approval per our letter dated September 24, 2009.
- Final Water Approval for Rite Aid. The Rite Aid Corporation is proposing to construct an 11,000 sq. ft pharmacy at the intersection of Bennetts Mills Road and Cooks Bridge at the Northeast corner. The property contains 2 acres and the applicant is applying for water and sewer service at this time and proposes to connect to the existing water main on Bennetts Mills Road. The applicant also proposes to construct a sanitary sewer lateral and sewer main extension that connects to a manhole in the proposed Meridian Health Village. It was noted the sewer is dependent upon construction on the Meridian Health Village Construction.
- The final item on the agenda is the Performance Bond Release for Four Seasons at Metedeconk, Section 1, Phase 1.

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

Mr. Diaz stated that the Finance Committee met on Monday, September 21, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,918,215.17. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$95,429.19 for Capital Projects;
2. NJEIT Project Fund in the amount of \$1,311,197.15 for NJEIT Projects;
3. Escrow Funds in the amount of \$29,030.95 for Developer Work;
4. Revenue General Fund in the amount of \$482,560.88 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$482,560.88 include \$200,000.00 for funding the payroll account.

- The first item discussed was a capital purchase for a new phone system. The present phone system was purchased in 1999 and is becoming outdated. The Authority went out for proposals and is looking to award to Prime Communications/Trinet Systems, Inc. under State Contract No. A42285 and JTMUA Contract No. C9-94860 in the amount of

\$29,743.10. The Finance Committee is recommending approval. This will replace the phone system in the Administration Building and the field. This will also include the New Water Treatment Plant.

- The 2009 Tax Sale is continuing. The Authority is accepting payments until October 2<sup>nd</sup>. After October 2<sup>nd</sup>, customers will have to make payments at the Township's Tax Collectors Office. They will accept payments until October 8<sup>th</sup>. The tax sale is scheduled for October 9<sup>th</sup>.
- Mr. Diaz noted a package has been distributed this evening to each Commissioner with regard to the draft copy of the Operating and Capital 2010 Budget. Mr. Diaz asked if they would review and if there are any questions or comments to please contact him to discuss. With regard to the rate structure, it was noted the Authority is looking to have a rate hearing in November. The information will give a preliminary look at how the Authority is trying to support the proposed budget. Mr. Harpell noted that the Authority did a rate comparison, which was handed out this evening. It was also noted that in 2007 Jackson was 18% below the County averages, in 2008 it was 24% and in 2009 it is 26%. The Authority looked at what the percentage would be with a proposed rate increase and it would still be 23% below the average. Mr. Diaz stated that the rates distributed this evening were revised from the ones discussed with the Finance Committee.

## **PERSONNEL**

Mr. Diaz stated that the Personnel Committee met earlier this evening and discussed four promotions on the agenda this evening. The Personnel Committee has reviewed and is recommending approval on the following promotions this evening:

- Michael Decker, Jeffrey Masker, Michael Feinen and Barry Hutchins.

### 5. Consent Resolutions 2009-184 to 2009-187

- 2009-184 Resolution Ratifying Cash Management Report for August 2009.
- 2009-185 Resolution Granting a Water & Sewer Performance Bond Release to Four Seasons at Metedeconk, Section 1, Phase 1.
- 2009-186 Resolution Granting Final Water Approval to Rite Aid Pharmacy, Block 8201, Lots 34, 35 & 36 (f/k/a Block 114, Lot 1 & Block 115, Lots 1.01 & 1.02) on the Tax Map of the Township of Jackson.
- 2009-187 Resolution Granting Preliminary Sewer & Water Approval to Windsor Crescent, Blocks 6501, 6502 & 6503, With Various Lots on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2009-184 to 2009-187. Mrs. Blake seconded the motion and it was passed unanimously.

### 6. Resolutions Offered:

- 2009-188 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Rickabaugh made a motion to approve Resolution 2009-188. Mrs. Blake seconded the motion and it was passed unanimously.

2009-189 Resolution Awarding 2009 Infrared Paving, Contract No. C9-94943 to Atlantic Infrared, Inc., in the Amount of \$33,851.50.

Mrs. Blake made a motion to approve Resolution 2009-189. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-190 Resolution Approving Change Order No. 2 to Eagle Construction Services, Inc. for the Manhattan Street Water Treatment Plant, Contract No. C7-00015, in the Amount of \$4,649.50.

Mrs. Clayton made a motion to approve Resolution 2009-190. Mrs. Blake seconded the motion and it was passed unanimously.

2009-191 Resolution Authorizing Closeout and Release of Performance Bond for Miscellaneous Trenchless Type Sewer Repairs, Contract No. C6-00174 with D&D Utility Contractors, Inc.

Mrs. Blake made a motion to approve Resolution 2009-191. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-192 Resolution Authorizing Closeout and Release of Performance Bond for Legler Well No. 3 Rehabilitation, Contract No. C9-00025 to A.C. Schultes, Inc.

Mrs. Blake made a motion to approve Resolution 2009-192. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2009-193 Resolution Authorizing Award of Engineering Services for the Administration Building Parking Site Improvements Design, Contract No.C9-95461 to Remington, Vernick & Vena Engineers, in an Amount Not to Exceed \$11,700.00.

Mrs. Rickabaugh made a motion to approve Resolution 2009-193. Mr. Borys seconded the motion and it was passed unanimously.

2009-194 Resolution Authorizing the State Contract Purchase of a Phone System from Prime Communications/Trinet Systems, Inc., Contract No. C9-94860, in the Amount of \$29,743.10.

Mr. Borys made a motion to approve Resolution 2009-194. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-195 Resolution Authorizing the Authority to Retain Riker Danzig Scherer Hyland Perretti, LLP as Special Counsel for Six Flags Great Adventure Bankruptcy Proceedings in an Amount Not to Exceed \$15,000.00, Contract No. C9-00057.

Mrs. Rickabaugh made a motion to approve Resolution 2009-195. Mr. Borys seconded the motion and it was passed unanimously.

2009-196 Resolution Authorizing the Award to Dejana Truck & Utility Equipment, in the Amount of \$35,330.00 to Modify and Deliver Pump Station Service Truck Acquisition under Contract No. C9-94758.

Mrs. Blake made a motion to approve Resolution 2009-196. Mr. Borys seconded the motion and it was passed unanimously.

2009-197 Resolution Authorizing Promotion of Michael Decker to Operations Manager.

Mrs. Blake made a motion to approve Resolution 2009-197. Mr. Borys seconded the motion and it was passed unanimously.

2009-198 Resolution Authorizing Promotion of Jeffrey Masker to Mechanic.

Mrs. Blake made a motion to approve Resolution 2009-198. Mr. Borys seconded the motion and it was passed unanimously.

2009-199 Resolution Authorizing Promotion of Michael Feinen to Sewer Repairer/Water Repairer.

Mrs. Rickabaugh made a motion to approve Resolution 2009-199. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-200 Resolution Authorizing Promotion of Barry Hutchins to Water Treatment Plant Operator

Mrs. Rickabaugh made a motion to approve Resolution 2009-200. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

## 7. Other Matters

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 September 24, 2009 Public Meeting adjourned.

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End of Minutes