

11/19/09

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 November 19, 2009."

Chairman Allmann requested a roll call.

The November 19, 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 October 22, 2009.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of October 22, 2009. Mr. Borys seconded the motion and it was passed unanimously.

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 list of Authority surplus items on the agenda this evening. The most significant item is a 1998 Dodge Ram 2500 with 175,000 miles, which is not in drivable condition. Also on the list is the old Lucent phone system. The new phone system has been installed and working very well. It was noted that the Authority is getting much better returns using GovDeals for auctioning surplus items.

- Mr. Harpell noted the 2010 Holiday Schedule is being presented this evening for Board approval.
- Mr. Harpell stated there was an employee termination that is being recommended this evening, noting that one background check came back with a problem.

At this time, Chairman Allmann stated if the Board would like to go into closed session for any further discussion. The Board agreed no closed session was necessary.

- The MUAA is holding a dinner meeting on December 10th at the Captain's Inn in Lacey. If anyone is interested in attending, please let Dave or Joan know.

Administrative Committee Report

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

Public Relations Committee Report

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

Engineering Committee Report

Mr. Quijano discussed three items this month for Board Approval.

Capital Projects - Action Items

- Authorization of contract awards for the capacity evaluation for the Susan Drive Pump Station, Flair Pump Station and Crystal Brook Pump Station. These pump stations have been problematic and known to have small wet wells and undersized force mains. The Authority has solicited three proposals and the prices ranged from \$20,500.00 to \$32,180.00. The Authority is recommending awarding to Alaimo Group in the amount of \$20,500.00 for the feasibility study.

Developer Projects – Action Items

- The Performance Bond Release for Savannah at Timberlake. The Authority Staff has inspected the site and reviewed the files and are recommending release of the performance bond in the amount of \$190,309.00 to Bil-Jim Construction Company.
- The Performance Bond Reduction for the Whitesville Business Park Pump Station. The developer has requested a 60% Performance Bond Reduction. The Authority Staff has reviewed and are recommending bond reduction of \$480,000.00, which is 40% of \$1,200,000.00.

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

DEVELOPER PROJECT

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers stated there are 2 development applications for approval on the agenda this evening and one performance bond release. These applications are shown in blue on the map.

- Advanced Spine Care Office Building is requesting preliminary and tentative water and sewer approval. The applicant, Dr. Robert Lambrou is proposing to construct a 7,500 square foot two story medical office building on the north side of Bennetts Mills Road, west of Manhattan Street. The applicant proposes to connect to existing sewer on Bennetts Mills and extend an 8" PVC sewer main to the site. The applicant also proposes to connect to the existing water main in the right of way of Bennetts Mills Road. We recommended this approval in our November 9, 2009 letter to the Board.
- Breeder's Walk Project. This is a revised tentative water and sewer application. The applicant, Breeder's Walk, LLC, is proposing to construct a 68 lot subdivision on the west side of Hope Chapel Road, consisting of 66 residential units, one pump station lot and one storm water management lot. The applicant proposes to provide water service to the subdivision by installing 12" DIP water main on the projects front and extend to the existing main on Whitesville Road. The applicant is proposing to install 8" PVC gravity sewer throughout the subdivision and install a force main that will ultimately lead to the Whitesville Pump Station. We recommended this approval in our November 9, 2009 letter to the Board. This project is contingent upon the Whitesville Industrial Park Pump Station becoming operational. Mr. Harpell stated that operation of the station is getting very close.
- Performance Guarantee Release for Sunrise Assisted Living Project. We recommend this release in our November 9, 2009 letter to the Board.

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

Mr. Diaz stated that the Finance Committee met on Monday, November 16, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,965,232.19. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$81,389.95 for Capital Projects;
2. NJEIT Project Fund in the amount of \$729,844.92 for NJEIT Projects;
3. Escrow Funds in the amount of \$28,540.95 for Developer Work;
4. Revenue General Fund in the amount of \$1,125,456.37 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$1,125,456.37 include \$200,000 for funding the payroll account and \$723,075.00 for OCUA's 4th quarter 2009 installment.

- Mr. Diaz discussed resolutions on the agenda this evening to adopt the 2010 Capital Operating Budgets for Sewer and Water. It was noted the approved and signed copy has been received from the State.
- Mr. Diaz discussed the annual fund transfer, noting an email was received today from the Bank of New York notifying that there is \$2,469,932.53 in the General Fund. Mr. Diaz is

requesting a verbal approval from the Board this evening to transfer \$2,269,932.53 to the Capital Fund for 2010 Capital. The Board approved.

- Mr. Diaz passed out the proposed advertisement for the December 17, 2009 Rate Hearing. If there is no objection, the Authority will submit to newspapers for advertisement.
- Mr. Diaz noted that the Authority did receive the post petition amounts from Great Adventure for our third quarter billing. The outstanding of pre-petition amount at this point is approximately \$185,000.00, which stems from full second quarter of \$145,000.00 and 13 days of the third quarter bill, which amounts to approximately \$37,000.00. Mr. Harpell stated that a claim needs to be and will be filed by December 11, 2009 for the bankruptcy filings.

PERSONNEL

Mr. Diaz stated that the Personnel Committee met earlier this evening and there are no additional Action Items for discussion.

5. Consent Resolutions 2009-219 to 2009-224

- 2009-219 Resolution Ratifying Cash Management Report for October 2009.
- 2009-220 Resolution Granting Preliminary and Tentative Sewer & Water Approval to Advanced Spine Care Office Building, Block 8201, Lots 30 & 31 on the Tax Map of the Township of Jackson.
- 2009-221 Resolution Granting a Performance Bond Release for Water & Sewer to Sunrise Assisted Living, Block 4801, Lot 18.02 (f/k/a Block 145.01, Lots 33.01, 33.02 & 33.03).
- 2009-222 Resolution Granting a Water Performance Bond Release to Bil-Jim Construction Company, Inc. for Savannah at Timberlake, Block 15401, Lots 1-29 (f/k/a Block 82.01, Lots 37.02, 38 & 39).
- 2009-223 Resolution Granting a Pump Station Performance Bond Reduction to CDR Whitesville, LLC for Whitesville Business Park Pump Station.
- 2009-224 Resolution Granting Tentative Sewer and Water Approval to Breeders Walk, Block 23001, Lot 29 (f/k/a Block 12, Lot 4) on the Tax Map of the Township of Jackson.

Mr. Borys made a motion to approve Resolutions 2009-219 to 2009-224. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2009-225 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2009-225. Mr. Borys seconded the motion and it was passed unanimously.

2009-226 Resolution Authorizing Award of Engineering Services for the Susan Drive Pump Station, Flair Pump Station and Crystal Brook Pump Station Upgrade Feasibility Study, Contract No. C9-95768 to Alaimo Group Consulting Engineers in An Amount Not to Exceed \$20,500.00.

Mrs. Rickabaugh made a motion to approve Resolution 2009-226. Mrs. Blake seconded the motion and it was passed unanimously.

2009-227 Resolution Adopting 2010 JTMUA Sewer Operating Capital Budget – State Version

Mrs. Blake made a motion to approve Resolution 2009-227. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-228 Resolution Adopting 2010 JTMUA Water Operating Capital Budget – State Version

Mrs. Blake made a motion to approve Resolution 2009-228. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-229 Resolution Authorizing an On-Line Auction for Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Rickabaugh made a motion to approve Resolution 2009-229. Mr. Borys seconded the motion and it was passed unanimously.

2009-230 Resolution Adopting 2010 Holiday Schedule

Mrs. Blake made a motion to approve Resolution 2009-230. Mr. Borys seconded the motion and it was passed unanimously.

2009-231 Resolution Authorizing the Termination of an Authority Employee.

Mrs. Blake made a motion to approve Resolution 2009-231. Mrs. Clayton 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. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the November 19, 2009 Public Meeting adjourned.

End of Minutes