

12/17/09

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 December 17, 2009."

Chairman Allmann requested a roll call.

The December 17, 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, Jeff Staiger and Authority Counsel, William Hiering.

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. 2010 Rate Hearing

Chairman Allmann called the 2010 Rate Hearing to order.

Following the 2010 Rate Hearing, the December 17, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:40.

2009-232 Resolution Adopting 2010 Rate Schedule

Mr. Borys made a motion to adopt 2010 Rate Schedule. Mrs. Clayton seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of November 19, 2009.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of November 19, 2009. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

3. 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 is someone 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 public opening of the 2010 Authority Professional Proposals noting there would be a summary for the Board to review at next month's meeting.
- Mr. Harpell discussed the "Patriot Award" ceremony, which took place on December 15<sup>th</sup> and was attended by Chairman Allmann and Mr. Harpell. Employee Thomas Patrick had nominated the Authority for this award for support during his active duty in the United States Marine Corps and his time in the reserves. Mr. Harpell stated that the Township also received this award from one of their employees and it was a very nice event. The Authority has also been submitted for the Freedom Award that is little more prestigious and more difficult to achieve. It was also noted that the "Patriot Award" would be framed and mounted in the Administration Building Lobby along with pictures of the employees and employee's relatives presently in the military.
- Mr. Harpell discussed the Whitesville Road Interceptor Capacity Analysis Report, which was prepared by Hatch Mott MacDonald for the Toms River MUA. Hatch Mott McDonald finalized the report and Toms River requested that the Authority adopt this report as the basis for future modifications to the Interlocal Agreement. The Engineering Committee discussed this matter and is recommending acceptance of this report.
- The Holiday Luncheon is Friday, December 20<sup>th</sup> from 12:00 to 2:00 with a gift exchange, with hopes everyone can attend.
- Mr. Harpell noted the recent article regarding United Water Toms River's proposed rate increase. United Water was granted a 62% rate increase in January and they are seeking an additional 37% rate increase in 2010.
- Mr. Harpell discussed the charitable contribution from Home Service USA. In discussions with various committees, the consensus was for the contribution to go to the Food Pantry. This year the amount is \$1,500.00 and the Authority would like to present to the Food Pantry at their next meeting on January 11, 2010. Chairman Allmann noted that he will be out of town on the 11<sup>th</sup> but Commissioners Borys and Rickabaugh will attend the presentation.
- The proof of claim has been submitted with regard to Six Flags Great Adventure bankruptcy case. According to Riker Danzig, the Authority is in good standing with regards to payment.

### **Administrative Committee Report**

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

### **Public Relations Committee Report**

Mr. Harpell stated that the Public Relations Committee will meet this evening to discuss utilizing the website for information regarding rates and a possible newsletter. The cost of mailings has always been an obstacle and the use of the website would be beneficial.

## **Engineering Committee Report**

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

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

- Approval of Final Quantities Change Order No. 1 to Atlantic Infrared Paving, Inc., for the 2009 Infrared Paving Contract. The Authority's Staff is recommending this change order in the decreased amount of (\$991.11) which will bring the contract total of \$33,851.50 to \$32,860.39.
- Authorization to enter into a Fixed Cost Agreement with Jersey Central Power & Light for the 1-MG Elevated Water Storage Tank, which requires a new power feed to the site. JCP&L agreed to perform this work for the total sum of \$5,805.62.
- Approval of Final Quantities Change Order No. 1 to D&D Utility Contractors for the Sewer/Water Emergency Repairs and Service Work, Contract No. C8-00057, for the year 2009. The Authority is recommending this final quantities change order in order to advance for contract close out. The change order is in the credit amount of (\$21,041.22) which will bring the original contract amount of \$217,267.20 to \$196,225.78.
- Authorization to award the 2010 Sewer/Water Emergency Repairs and Service Contract. It was noted that two (2) bids were picked up but only one firm submitted. The bid was in the amount of \$223,814.00 from D&D Utility Contractors. The Authority staff is recommending approval of this award. Chairman Allmann noted that this is a 3% increase over last year and some of the hours have been adjusted. Mr. Harpell also noted that the prices in this contract are available to the Township.
- The last item discussed was the modification of Resolution No. 2009-141. Mr. Quijano noted that the Authority released a performance Guaranty in the form of a Letter of Credit for the Cranbury Harvest Estates with the condition that a Maintenance Bond be provided. This modification is based on the fact that the Developer was unable to obtain the required Maintenance Bond, which is good for two years. The Authority has agreed to continue to hold the original Performance Guaranty in the amount of \$153,425.00 for the next two years. Chairman Allmann stated this is a benefit for the Authority since it is not a reduced bond amount.

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

At this time, Mr. Borys commended the Engineering Staff working on the Elevated Water Storage Tank. He stated that they are working very hard at all hours of the night to compete this project on time

### **DEVELOPER PROJECT**

Mr. Jeff Staiger of Remington, Vernick & Vena Engineers stated there are no approvals on the agenda this evening. Mr. Staiger thanked everyone for allowing Remington, Vernick & Vena Engineers to serve the Authority this past year and look forward to servicing the Authority in 2010.

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

Mr. Diaz stated that the Finance Committee met on Monday, December 14, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,688,987.23. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$258,136.43 for Capital Projects;
2. NJEIT Project Fund in the amount of \$1,008,557.89 for NJEIT Projects;
3. Escrow Funds in the amount of \$17,301.25 for Developer Work;
4. Revenue General Fund in the amount of \$404,991.66 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$404,991.66 include \$200,000 for funding the payroll account.

- Mr. Diaz discussed the following annual renewals for the Authority:
  - 2010 Annual Chemical Contract under various contract numbers C0-00012 through C0-00019, totaling \$338,479.35.
  - Risk Management Consultant Agreement with Conner Strong.
  - Horizon Group Dental, Contract No. C0-00007, with an increase of 3% from last year.
  - Life AD&D with Guardian, Contract No. C0-00009, with no increase for 2010
  - Edmunds Software Contract Agreement, Contract No. C0-00008, in the amount of \$11,924.00, with no increase in 2010.
  - Cleaning Services with CleanNet of NJ, Contract No. C0-00010 in the amount of \$13,000.00. It was noted that the Authority is changing cleaning services. Mr. Harpell stated that the change was based on price only. The Authority has been happy with Gold Bond's services over past years.
  - American Wear, Contract No. C0-00011, in the amount of \$15,000.00, with no increase in 2010.
- Mr. Diaz stated that the renewal for computer services would be held until next month. The Authority is presently waiting on another quote for services. Mr. Harpell stated that the Authority has been very happy with the present services from U1 of Jackson but we do need to receive another quote.
- HD Supply Waterworks for Sensus Meters, Contract No. C0-03003, in the amount of \$44,855.00. There is no increase for 2010.
- Rio Supply, Inc., for Neptune Meters, Contract No. C0-03104, in the amount of \$125,383.00. There is no increase for 2010.
- Laboratory Testing Services. The Authority is looking to do a one-year extension as allowed by the original agreement of 2006 with J.R. Henderson Labs, Contract No. C0-00002, in the amount of \$44,349.00. This is an agreed upon increase of 3.5%.

## **PERSONNEL**

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

6. Consent Resolutions 2009-233 to 2009-238

- 2009-233 Resolution Ratifying Cash Management Report for November 2009.
- 2009-234 Resolution Modifying Resolution No. 2009-141 Authorizing the Release of Performance Guaranty for Cranberry Harvest Estates, Block 19601, Lots 1-11, 13 & 14 (f/k/a Block 66.09, Lots 52.03-52.15) on the Tax Map of the Township of Jackson.
- 2009-235 Resolution Authorizing Software Support Agreement with Edmunds & Associates, Inc. Contract No. C0-00008, in amount of \$11,924.00.
- 2009-236 Resolution Authorizing Renewal of Annual Guardian Life, and AD&D Contract No. C0-00009.
- 2009-237 Resolution Authorizing Renewal of Horizon Group Dental Plan Contract No.C0-00007, for January 1, 2010 to December 31, 2010.
- 2009-238 Resolution Authorizing Execution of a Risk Management Consultant's Agreement to Conner Strong Companies, Inc.

Mrs. Blake made a motion to approve Resolutions 2009-233 to 2009-238. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann abstained from Resolution No. 2009-234.

7. Resolutions Offered:

- 2009-239 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2009-239. Mr. Borys seconded the motion and it was passed unanimously.

- 2009-240 Resolution Approving Change Order No. 1, Final Quantities to Atlantic Infrared, Inc. for 2009 Infrared Paving C9-94943, in the Credit Amount of (\$991.11).

Mrs. Clayton made a motion to approve Resolution 2009-240. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2009-241 Resolution Approving Final Quantities Change Order No. 1 to D&D Utility Contractors, Inc. for Sewer/Water Emergency Repairs and Service Work, Contract No. C8-00057, in the Decreased Amount of (\$21,041.42).

Mrs. Blake made a motion to approve Resolution 2009-241. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-242 Resolution Authorizing the Award of Sewer/Water Emergency Repairs and Service Work Contract No. C0-03205 to D&D Utility Contractors, Inc. in the Amount of \$223,814.00.

Mrs. Blake made a motion to approve Resolution 2009-242. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-243 Resolution Accepting the Whitesville Road Interceptor Capacity Analysis Report Dated November 2009.

Mrs. Blake made a motion to approve Resolution 2009-243. Mr. Borys seconded the motion and it was passed unanimously.

2009-244 Resolution Authorizing a Fixed Cost Agreement with Jersey Central Power & Light for the 1-MG Elevated Water Storage Tank, in the Amount of \$5,805.62 Under the Pay Later Option.

Mrs. Blake made a motion to approve Resolution 2009-244. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-245 Resolution Authorizing Contract with Cleannet, of NJ, Inc. for Cleaning Services Contract No. C0-00010 in an Amount Not to Exceed \$13,000.00

Mr. Borys made a motion to approve Resolution 2009-245. Mrs. Blake seconded the motion and it was passed unanimously.

2009-246 Resolution Awarding a Contract to American Wear for Uniform Cleaning, Contract No. C0-00011 for a One-Year Period in Accordance with their Quotation and Not to Exceed the Sum of \$15,000.00.

Mrs. Blake made a motion to approve Resolution 2009-246. Mr. Borys seconded the motion and it was passed unanimously.

2009-247 Resolution Awarding 2010 Neptune Water Meter Acquisition Contract No. C0-03104, to Rio Supply, Inc. d/b/a SLC Meter East in the Amount of \$125,383.00.

Mr. Borys made a motion to approve Resolution 2009-247. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-248 Resolution Awarding 2010 Sensus Water Meter Acquisition Contract No. C0-03003 to HD Supply Water Works, LTD in the Amount of \$44,855.00

Mrs. Rickabaugh made a motion to approve Resolution 2009-248. Mr. Borys seconded the motion and it was passed unanimously.

2009-249 Resolution Approving One-Year Extension to J.R. Henderson Labs for Laboratory Testing Services for Potable Water & Waste Water for the Year 2010, Contract No. C0-00002 in an Amount Not to Exceed \$44,349.00

Mrs. Blake made a motion to approve Resolution 2009-249. Mr. Borys seconded the motion and it was passed unanimously.

2009-250 Resolution Awarding 2010 Chemical Supply Contract C0-00012 Through C0-00019 in the Total Award Amount of \$338,479.35.

Mrs. Clayton made a motion to approve Resolution 2009-250. Mr. Borys seconded the motion and it was passed unanimously.

2009-251 Resolution Designating The Jackson Women of Today Food Pantry to Receive a Charitable Contribution in the Amount of Approximately \$1,500.00 from Home Service USA in Accordance with Their Prior Commitment to the Authority.

Mr. Borys made a motion to approve Resolution 2009-251. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session.

#### 8. 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 December 17, 2009 Public Meeting adjourned.

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End of Minutes