

November 29, 2007

Commissioner Borys 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 November 29, 2007."

Commissioner Borys requested a roll call.

The November 29, 2007 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Borys, Clayton, Rickabaugh and Alternate Member Garofano along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell. Also in attendance were Authority Engineer, Alan Dittenhofer, and Authority Counsel, William Hering. Chairman Allmann, Member Blake and Alternate Member Lundy were absent but excused from this meeting.

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. Approval of the Minutes of the Open Session Public Meeting of October 25, 2007

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of October 25, 2007. Mrs. Rickabaugh seconded the motion and was passed unanimously.

Questions/Comments from the Public

Commissioner Borys opened the floor to the public.

With no questions from the public, Commissioner Borys closed the public portion of the meeting.

2. 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 Construction Engineering Proposals received for the new Manhattan Street Water Plant and Elevated Storage Tank on November 7, 2007. The Engineering Committee met and developed a short list for this project and with the Board's approval, would like to discuss this evening in closed session.

- Mr. Harpell discussed the rules and regulations adopted last month, which were subject to legal review. Mr. Hiering recommended one change regarding operations maintenance costs for regional pump stations. The Authority is going to remove that item from the Rules and Regulations since it would be difficult to justify.
- Mr. Harpell discussed the Lakeland Shores water and sewer connections. It was noted that almost everyone, who had previously committed to water and/or sewer service, is connected at this time. There are, however, two other petitions for hardship. One individual is a second owner and the resident will send the Authority a letter requesting a hardship due to a family medical condition. The second individual requesting a petition for hardship is in the midst of a bankruptcy and divorce.
- Mr. Harpell discussed the next MUAA Dinner/Meeting scheduled for December 13th, noting if anyone is interested in attending to please contact Joan.

Engineering Committee Report

The Engineering Committee met on November 20th and Mr. Harpell discussed the following new items this month.

- D&D Utility Contractors was recently awarded the Hampshire Hills Pump Station Renovation Project. After mobilizing, the contractor found differing site conditions and there was undermining of the pump station slab. The pipe was not directly inline with what was shown on the as-built drawings so D&D submitted a claim for the additional site work. It was noted that O'Donnell Stanton and Associates has negotiated the cost down and is recommending this change order. The Authority is requesting authorization this evening for this additional work.
- Task Order No. 1 to O'Donnell Stanton and Associates for the Sewer Rehab Projects. These projects extended considerably longer than had originally been anticipated with most of the additional time being inspection work. O'Donnell indicated they went \$32,000.00 over budget on these projects and we have negotiated this down to \$20,000.00. Mr. Harpell noted the costs are legitimate and the Engineering Committee is recommending Board approval this evening for those items.

Action Items

- Metedeconk Interceptor Force Main Air Release Valve Upgrades, Contract No. C6-00133A. D&D Utility Contractors, Inc. is requesting a final quantities change order in a credit amount of (\$51,620.00).
- Sanitary Sewer System Evaluation Phase 6A, Contract C7-00046. It was indicated in the Engineer's Report that bids were being received on November 27, 2007. The engineer's estimate for the project was \$100,000.00 and the bids ranged from \$88,955.21 to \$109,134.42. The Authority would like to award this bid to the low bidder on this project who was D&D Utility Contractors, Inc.

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 of November 12, 2007 and requesting approval from the Board.

- West Commodore Business Park Preliminary Water and Sewer Approval. The applicant is proposing to construct site improvements to the existing West Commodore Industrial Park located on West Commodore Blvd. We recommended this approval in our November 12th, 2007 letter to the Board.
- Minor Subdivision James R. Johnson Jr. is the applicant who is proposing to construct a three-lot subdivision on the east side of Patterson Road. The applicant is applying for re-approval of preliminary utility services at this time and we have recommended this approval in our November 12, 2007 letter to the Board.
- Mad Science of Central Jersey is requesting tentative and final water approval. The applicant, Kenneth Kahn, is proposing to construct a 2,600 square ft warehouse building and office space on the north side of West Veterans Hwy, west of Leesville Road. The site contains a total of .91 acres and the applicant proposes to connect to a 12” water main recently installed on Veterans Hwy. We recommended this approval in our November 12, 2007 letter to the Board.
- CVS Pharmacy. The applicant, Feinberg and McBurney Realty/Development LLC, is proposing to construct a 12,900 sq foot CVS Pharmacy on the south side of West Veterans Hwy, west of Don Connor Blvd. The site contains a total of 6.14 acres and the applicant is applying for preliminary utility services. We recommended this approval in our November 12, 2007 letter to the Board.
- Preliminary Water and Sewer application for Cooks Bridge Office Park. The applicant, Manhattan Real Estate Investment Group, LLC, is proposing to construct an office building with an area of 4,000 sq feet and 2,650 sq ft bank at the intersection of Cooks Bridge Rd and Manhattan Street. The site contains a total of 7.23 acres and the applicant is applying for preliminary services at this time and we recommended approval in our November 12, 2007 letter to the Board.
- Preliminary Water and Sewer approval for Cooks Bridge Retail Mall. The applicant, Manhattan Real Estate Investment Group, LLC, is proposing to construct a 2,900 sq ft office building and a 9,975 sq foot retail space at the intersection of Cooks Bridge and Manhattan Street, northern corner. The site contains a total of 2.87 acres. The applicant is applying for preliminary utility services at this time and we recommended approval in our November 12, 2007 letter to the Board.

Mr. Dittenhofer noted that all these developments are noted in blue on the development map except for the naval station, if anyone is interested in viewing these locations prior to approval this evening.

Public Relations Committee Report

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

Administrative Committee Report

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

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

Mr. Diaz stated that the Finance Committee met on Monday, November 26, 2007, discussing and recommending approval of items on the agenda this evening, as well as the Total Voucher list amount submitted this evening in the amount of \$1,220,173.78 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$113,058.48 for capital projects;
2. Escrow Funds in the amount of \$29,530.96 for developer work;
3. Customer Deposit in the amount of \$600.00 for deposit refund;
4. Revenue General Fund in the amount of \$1,076,984.34 for operating expenses.

Mr. Diaz stated that the total operating expenses of \$1,076,984.34 includes \$150,000.00 for funding the Payroll account and \$703,600.00 for fourth quarter 2007 OCUA installment.

Mr. Diaz discussed the following items:

- Mr. Diaz discussed the Adoption of the 2008 Water & Sewer Operating and Capital Budgets, noting that he spoke with the State on Tuesday and they have signed off on the approval of the budget and have stated that we can proceed with the adoption process. This was discussed with the Finance Committee and we are recommending approval this evening.
- Mr. Diaz noted there is a resolution on the agenda this evening accepting AFLAC as supplemental insurance and allowing the Authority to fill out the paper work to submit and send back to AFLAC.
- Mr. Diaz gave an update on the annual New Jersey JIF insurance dividend. Mr. Diaz informed the Board that this year's dividend from the JIF is \$14, 370.55, which will be applied as a credit against the 2008 premium.
- Annual transfer from our General Fund in accordance with our Bonds. The Authority is permitted to draw from the General Fund in November of each year. Mr. Diaz informed the Board that this year's transfer amount to be approved was \$2,247,824.34. These funds will be used to support the Authority's 2008 Capital Budget. It was noted that next month there will be a resolution to restrict the funds for those purposes.

Personnel

Mr. Diaz discussed stated that the Personnel Committee did not meet this month.

At 5:45 PM, Commissioner Borys requested a motion to close to public. Mrs. Rickabaugh made a motion to close the public portion under Resolution 2007-217. Mrs. Clayton seconded the motion and it was passed unanimously.

Based on a motion made in closed session, the Administrative Assistant stated that it was approximately 5:55 p.m., and that we would continue with the public portion of the regular scheduled meeting of the Open Session of the November 29, 2007 Public Meeting.

4. Consent Resolutions 2007-201 to-2007-207:

- 2007-201 Resolution Ratifying Cash Management Report for October 2007
- 2007-202 Resolution Granting Preliminary Sewer and Water Approval to Cooks Bridge Office Park, Block 14801, Lot 5 on the Tax Map of the Township of Jackson.
- 2007-203 Resolution Granting Preliminary Sewer and Water Approval to Cooks Bridge Retail Mall, Block 12705, Lot 1, on the Tax Map of the Township of Jackson.
- 2007-204 Resolution Granting Preliminary Sewer and Water Approval to CVS Pharmacy, Block 40, Lot 35, on the Tax Map of the Township of Jackson.
- 2007-205 Resolution Granting Preliminary Sewer and Water Approval to Johnson Subdivision, Block 2603, Lots 29, 30 & 31, on the Tax Map of the Township of Jackson.
- 2007-206 Resolution Granting Tentative and Final Water Approval to Mad Science of Central Jersey, Block 85, Lot 17.04, on the Tax Map of the Township of Jackson.
- 2007-207 Resolution Granting Preliminary Sewer and Water Approval to West Commodore Business Park, Block 152.01, Lot 14.01, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2007-201 through 2007-207. Mrs. Clayton seconded the motion and it was passed unanimously.

5. Resolutions Offered:

- 2007-208 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll

Mrs. Clayton made a motion to approve Resolution 2007-208. Mr. Garofano seconded the motion and it was passed unanimously.

- 2007-209 Resolution Adopting 2008 JTMUA Sewer Operating Capital Budget – State Version.

Mrs. Clayton made a motion to approve Resolution 2007-209. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

6. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Commissioner Borys declared the November 29, 2007 Public Meeting adjourned.

End of Minutes

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