

December 20, 2007

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 4:00 p.m. and we will commence with the public portion of the special scheduled Public Meeting of December 20, 2007."

Chairman Allmann requested a roll call.

The December 20, 2007 Special Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 4:00 P.M. Present were Members Borys, Clayton and Chairman Allmann, Alternate Member Garofano along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Peter Canal. Also in attendance was Authority Counsel, William Hering. Member Rickabaugh 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. Interviews for Construction Engineers for the Manhattan Street Water Plant and Elevated Storage Tank.

The following engineers presented to the Board a brief overview of their proposals for the construction management of the Manhattan Street Water Plant and Elevated Storage Tank. Applicants were allotted 20 minutes for their presentations

4:00 pm CMX- Mr. David Applegate, Mr. Paul Nolan and Mr. James Caratura.

4:20 pm French & Parrello – Mr. Joe Edwards, Mr. Bruce Megs, Mr. Timothy Shea (O'Brien & Gere) and Mr. Steve Wescott (O'Brien & Gere).

4:40 pm T&M Associates – Mr. Keith Henderson, Mr. Rick Donohue, Mr. Joseph Gemmell and Mr. William Neumann.

At the conclusion of the presentations, the Board discussed the proposals. It was noted that all were excellent firms and discussion will continue in the next meeting.

At this time Chairman Allmann proceeded with the regular portion of the scheduled Public Meeting of December 20, 2007. It was noted that all members were present with the exception of Mrs. Rickabaugh who has been held up in court and has requested to be excused. Mr. Alan Dittenhofer of Remington, Vernick and Vena, was also present.

2. Approval of the Minutes of the Open Session Public Meeting of November 29, 2007

Mr. Borys made a motion to approve the minutes of the Open Session Public Meeting of November 29, 2007. Mrs. Clayton seconded the motion and was passed unanimously. Chairman Allmann and Member Blake abstained.

3. Approval of the Minutes of the Closed Session Public Meeting of November 29, 2007

Mrs. Clayton made a motion to approve the minutes of the Closed Session Public Meeting of November 29, 2007. Mr. Borys seconded the motion and was passed unanimously. Chairman Allmann and Member Blake abstained.

4. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

With no questions from the public, Chairman Allmann closed the public portion of the meeting.

At this time, the Chairman requested a recommendation from the Executive Director for the award of an engineering firm for the Manhattan Street Water Plant and Elevated Storage Tank. Mr. Harpell stated that all three were qualified firms but is of the opinion that French & Parrello would do the best job. It was noted that having the design engineer involved would reduce the level of complexity on the projects and would be a good fit on this particular project. Mr. Canal concurred with Mr. Harpell's statements and in his opinion French & Parrello would do the best job on this project. Chairman Allmann stated that this particular firm was not the highest bidder and that they would be best for the Authority and would complete the project in a timely manner. Mrs. Clayton questioned the green sand process. Mr. Canal discussed the fact that French & Parrello is utilizing O'Brien & Gere for the water process and O'Brien & Gere has the necessary experience with the filter system. They recently completed a similar process at the Hyson Water Treatment Plant. Mrs. Clayton questioned French & Parrello's pricing on the particular line item for change orders and that it seemed low. Mr. Canal stated that French & Parrello felt that their price submitted would satisfy all project requirements and would perform all in the scope of work submitted. Chairman Allmann stated that in his opinion he felt the concept of O'Brien & Gere understating the project and Mr. Shea's past experience with the Authority, they have a better sense of the project. At this time, Mr. Borys made a motion to award the project to French & Parrello. Mrs. Blake seconded the motion and it was passed unanimously.

At this time, Mr. Canal was excused from the meeting.

5. 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.

- 2008 Professional Services Contracts. There were quite a few proposals submitted for the MUA Engineers. It is the understanding that the Township has not yet opened the

proposals yet and we should be receiving them shortly. Mr. Harpell stated that Mr. Hering's firm was the lone submittal for attorney. There were two proposals for bond counsel and there were no proposals submitted for auditor. The Authority will advertise for an auditor in early January.

- Mr. Harpell announced the Holiday Luncheon which will be held tomorrow 12:00-2:00 and we are expecting a good turnout from the employees.

Engineering Committee Report

The Engineering Committee met on December 18, 2007 and Mr. Harpell discussed the following new items this month.

- 2007 Infrared Paving Contract. Contract No. C7-00041. The Authority is looking for a final quantities change order for a contract decrease of \$3,827.95. Drew did a great job at managing this contract and basically all the old patches in the roads from our utility work from the last five or six years have been restored.

Action Items

- Chemical Contract for 2008 No. C8-00001 in the total amount of \$336,324.20. There is one change from Mr. Canal's report and that is one vendor who was deemed non-responsive so it went to the second bidder.
- Sewer and Water Emergency Service Work Contract C8-00004. D&D Utility Contractors did not want to renew their annual contract so the Authority put out to bid for the annual emergency work. Three bids were received on December 13, 2007 ranging from \$209,920.00 to \$485,390.00. D&D Utility Contractors was the low bidder and was below the engineer's estimate of \$215,000.00.
- 2008 Annual Neptune Water Meter Acquisition, Contract C8-0002 awarding Rio Supply in the amount of \$110,047.00. It was noted that the contracts are down quite a bid due to connections being down.
- 2008 Annual Sensus Water Meter Acquisition, Contract No. C8-00003 awarding H.D Water Works Supply in the amount of \$74,125.50.
- Laboratory Testing Services extending J.R. Henderson Lab's contract, Contract No. C6-00148. J.R. Henderson has done a good job over the year and their contract allowed for four annual renewals and this will be their second extension. This year they asked for a 3.5% increase, which is allowable per the original contract. It was noted that this is the first increase.

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

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following development application on the Engineers Report of December 20, 2008 and requesting approval from the Board.

- Preliminary Water & Sewer application. The applicant, 271 South. Prospect Road, LLC is proposing to construct an 8,000 square foot, 2 story medical office building at the intersection of Bethel Church Road and New Prospect Road on the northeast corner. The site contains .963 acres. The applicant proposes to connect to the existing water main along Bethel Church Road and install water service to the building. The applicant also proposes to install an onsite pump and force main which will connect to the existing system on Bethel Church Road. We recommended this approval in our December 10, 2007 letter to the Board.

Mr. Dittenhofer stated that this development is noted in blue on the development map if anyone is interested in viewing prior to approval this evening.

Public Relations Committee Report

Mr. Harpell stated that there was no Public Relations Committee this month. Mr. Lundy stated that he would like to attend next month's Public Relations Committee Meeting, noting that he would like the Committee's input on some examples of templates for the MUA website.

Administrative Committee Report

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

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

Mr. Diaz stated that the Finance Committee met on Monday, December 17, 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 \$607,532.19 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$209,724.43 for capital projects;
2. Manhattan Street Project Fund in the amount of \$17,293.86 for NJEIT Projects;
3. Escrow Funds in the amount of \$72,597.20 for developer work;
4. Customer Deposit in the amount of \$400.00 for deposit refund;
4. Revenue General Fund in the amount of \$307,516.70 for operating expenses.

Mr. Diaz stated that the total operating expenses of \$307,516.70 includes \$150,000.00 for funding the Payroll account.

Mr. Diaz discussed the following items:

- Restriction of Funds. Last month a resolution was approved to transfer funds from our general account to capital accounts. This month these funds will be restricted as \$2,005,000 will be for 2008 capital projects and remainder will be placed in the Manhattan Street Project file to assist with the payments on the NJEIT projects. This project will be on a reimbursement basis and the Authority will have to have funds available to pay those bills prior to the reimbursements.

- Risk Management Consultant's Agreement with Commerce Banc Insurance, otherwise known as Commerce National Insurance. This is paid through the JIF as part of our premium and they are up for renewal this month.
- Drug and Alcohol Test Agreement through Commerce Risk Control who has been serving the Authority for a number of years. There is 2.5 % increase. This is for the Authority's CDL drivers and the new charges will be \$65.02 per test.
- Mr. Diaz discussed the following annual contract renewals: Horizon Group Dental Plan with Horizon with a 2% increase, Life AD&D through Guardian Life with no increase this year and Edmunds Software Support Agreement at \$11,400.00. Also discussed was the cleaning service with Gold Bond at \$13,000.00 with no increase and uniform services with American Wear, with no increase and a not to exceed \$12,000.00.

Personnel

Mr. Diaz stated that the Personnel Committee met earlier this evening and discussed the following three promotions:

- Donald Cottrell to Senior Operator.
- Israel Matias to Line Maintenance Supervisor
- Paul Buksar to Pump Station Water Treatment Plant Maintenance Supervisor.

These promotions were discussed with the Personnel and Finance Committees and both committees are recommending approval this evening.

Mr. Diaz discussed the Non-Union Contract Renewal, which is on a calendar year. The proposal is for a 4% increase. The contract has not changed, just a salary adjustment.

Chairman Allmann entertained a motion to accept all the reports discussed this evening from all the Committees. Mrs. Borys made a motion to approve. Mrs. Blake seconded the motion and it was passed unanimously.

7. Consent Resolutions 2007-218 to-2007-223:

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| 2007-218 | Resolution Ratifying Cash Management Report for November 2007 |
| 2007-219 | Resolution Authorizing Software Support Agreement with Edmunds & Associates, Inc.- Contract No. C8-00009, in the Amount of \$11,400.00 |
| 2007-220 | Resolution Authorizing Renewal of Annual Guardian Life and AD&D Contract No. C8-00006. |
| 2007-221 | Resolution Authorizing Renewal of Horizon Group Dental Plan Contract No. C8-00007, for January 1, 2008 to December 31, 2008 |
| 2007-222 | Resolution Authorizing Risk Management Consultant's Agreement to Commerce National Insurance. |

2007-223 Resolution Granting Preliminary Sewer and Water Approval to New Prospect Plaza, Block 6801, Lot 37, on the Tax Map of the Township is Jackson

Mrs. Clayton made a motion to approve Resolutions 2007-218 through 2007-223. Mrs. Blake seconded the motion and it was passed unanimously.

8. Resolutions Offered:

2007-224 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mr. Borys made a motion to approve Resolution 2007-224. Mrs. Blake seconded the motion and it was passed unanimously.

2007-225 Resolution Approving Change Order No. 1 – Final Quantities to Atlantic Infrared, Inc. for 2007 Infrared Paving, Contract No. C7-00041, in the Credit Amount of (\$3,827.95).

Mrs. Blake made a motion to approve Resolution 2007-225. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-226 Resolution Awarding Sewer/Water Emergency Repairs and Service Work – Contract No. C8-00004, to D&D Utility Contractors, Inc., in the Amount of \$209,920.00.

Mr. Borys made a motion to approve Resolution 2007-226. Mrs. Blake seconded the motion and it was passed unanimously.

2007-227 Resolution Authorizing Contract with Gold Bond Building Services, Inc. for Cleaning Services – Contract No. C8-00008, in the Amount of \$13,000.00.

Mrs. Blake made a motion to approve Resolution 2007-227. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-228 Resolution Awarding a Contract to American Wear for Uniform Cleaning, Contract No. C7-00008 for a One Year Period in Accordance with Their Quotation and Not To Exceed the Sum of \$12,000.00.

Mrs. Blake made a motion to approve Resolution 2007-228. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-229 Resolution Authorizing Commerce Risk Management to Provide Mandatory Drug and Alcohol Testing Services for the JTMUA Contract No. C8-00005.

Mrs. Blake made a motion to approve Resolution 2007-229. Mr. Borys seconded the motion and it was passed unanimously.

2007-230 Resolution Awarding 2008 Annual Neptune Water Meter Acquisition Contract No. C8-00002 to Rio Supply, in the Amount of \$110,047.00.

Mr. Borys made a motion to approve Resolution 2007-230. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-231 Resolution Awarding 2008 Annual Sensus Water Meter Acquisition Contract No. C8-00003, to H.D. Supply Waterworks, Ltd., in the Amount of \$74,124.50.

Mrs. Clayton made a motion to approve Resolution 2007-231. Mr. Borys seconded the motion and it was passed unanimously.

2007-232 Resolution Extending Contract No. C8-00010 with J.R. Henderson Labs, Inc. for Laboratory Testing Services for Potable Water and Wastewater for the Year 2008, in an Amount Not to Exceed \$40,000.00.

Mr. Borys made a motion to approve Resolution 2007-232. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-233 Resolution Awarding Annual Chemical Supply Contract Nos. C8-00011 Thru C8-00017 in the Total Award Amount of \$336,324.20.

Mrs. Clayton made a motion to approve Resolution 2007-233. Mr. Borys seconded the motion and it was passed unanimously.

2007-234 Resolution Authorizing the Promotion of Donald Cottrell to Senior Water Treatment Plant Operator.

Mrs. Clayton made a motion to approve Resolution 2007-234. Mr. Borys seconded the motion and it was passed unanimously.

2007-235 Resolution Authorizing the Promotion of Israel Matias to Supervisor Sewers/Supervisor Water.

Mr. Borys made a motion to approve Resolution 2007-235. Mrs. Blake seconded the motion and it was passed unanimously.

2007-236 Resolution Authorizing the Promotion of Paul Buksar to Supervising Pump Station Operator/Supervisor Sewer Maintenance

Mrs. Blake made a motion to approve Resolution 2007-236. Mr. Borys seconded the motion and it was passed unanimously.

2007-237 Resolution Approving Salary Adjustment to the Annual Non-Union Employee Contracts.

Mrs. Blake made a motion to approve Resolution 2007-236. Mr. Borys seconded the motion and it was passed unanimously

