

THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Resolutions

August 23, 2018

- [2018-108](#) Resolution Accepting Cash Management Report for July 2018.
- [2018-109](#) Resolution Granting Preliminary Water Approval to West Commodore Warehouse, Block 2501, Lot 3.
- [2018-110](#) Resolution Granting Preliminary Sewer and Water Approval to MAZ Properties, Block 4601, Lots 9, 10 and 11.
- [2018-111](#) Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for August 2018.
- [2018-112](#) Resolution Amending Cleaning Services Agreement, Contract No. CT-18088, to ACCSES New Jersey, Inc., Pursuant to State Contract No. 77110, in an Amount Not to Exceed \$19,017.56.
- [2018-113](#) Resolution Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.
- [2018-114](#) Resolution Authorizing the Appointment of Michael Rizzo as Acting Purchasing Agent.

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY ACCEPTING THE CASH MANAGEMENT REPORT
FOR MONTH ENDING JULY 31, 2018**

RESOLUTION NO. 2018-108

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as "Authority") is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, the Cash Management Report, attached as Schedule "A", has been reviewed by the Executive Director and Commissioners of the Jackson Township Municipal Utilities Authority; and


WHEREAS, said report has been found to be reasonable.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. The Cash Management Report, attached as Schedule "A", is hereby accepted.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
CAROL BLAKE	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
GENEVA CLAYTON	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
CLARA GLORY	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
VICKI RICKABAUGH	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.



 DAVID A. HARPELL
 Executive Director
 Jackson Township Municipal
 Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
GRANTING PRELIMINARY WATER APPROVAL TO WEST COMMODORE WAREHOUSE,
BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

RESOLUTION NO. 2018-109

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, 340 West Commodore, LLC (hereinafter referred to as “Developer”) is the owner of certain lands located in the Township of Jackson, County of Ocean known as West Commodore Warehouse, Block 2501, Lot 3; and

WHEREAS, the Developer and/or the Developer’s assignee is proposing to construct three (3) one-story warehouse buildings with a total of 276,000 SF of floor area, between West Commodore Boulevard and Interstate Highway 195. The Developer is applying for sewer and water approval at this time. Water services shall be provided to the lot by connection to the Western Water Main Extension, currently under construction, upon its completion subject to the availability of sufficient water allocation, firm capacity and elevated storage, and in compliance with the Authority’s Rules and Regulations, and the terms and conditions set forth in the Authority Engineer’s letter dated August 13, 2018, attached as Schedule “A”.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. The Authority hereby authorizes preliminary water approval to West Commodore Warehouse, Block 2501, Lot 3 on the Tax Map of the Township of Jackson. Preliminary sewer approval is not being recommended at this time.
2. The Developer shall comply with the Authority’s Rules and Regulations as well as with all conditions established in the Authority Engineer’s letter dated August 13, 2018, attached as Schedule “A”.
3. This approval is valid for a period of one (1) year in accordance with the Authority’s Rules and Regulations.
4. The Developer will be required to apply for and receive preliminary sewer approval, tentative and final sewer and water approval from the Authority.
5. Upon adoption of the within Resolution, the Executive Director, or his designee, shall provide copies to the Authority’s General Counsel, the Authority’s Engineer, the Developer, Professional Design Services, LLC, the Jackson Township Planning Board Secretary and to any other interested parties.

Resolution No. 2018-109

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CAROL BLAKE	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
GENEVA CLAYTON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CLARA GLORY	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
VICKI RICKABAUGH	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.

DAVID A. HARPELL
Executive Director
Jackson Township Municipal
Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO
MAZ PROPERTIES, BLOCK 4601, LOTS 9, 10 AND 11,
ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

RESOLUTION NO. 2018-110

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, MAZ Properties, LLC (hereinafter referred to as “Developer”) is the owner of certain lands located in the Township of Jackson, County of Ocean known as MAZ Properties, Block 4601, Lots 9, 10, and 11; and

WHEREAS, the Developer and/or the Developer’s assignee is proposing to construct a mixed usage office/retail/warehouse center on North County Line Road consisting of one (1) retail/warehouse building containing 30,000 SF of retail space and 81,000 SF of warehouse space and two (2) two-story, 11,200 SF office buildings. The Developer is applying for preliminary sewer and water approval at this time. The Developer proposes to provide sewer service to the site by constructing a doghouse manhole in North County Line Road and installing approximately 1,619 LF of 6-inch PVC gravity sewer main on the site with laterals to service all of the buildings on the site. The Developer also proposes to connect to an existing water main in North County Line Road with a 6-inch wet tap and install approximately 1,130 LF of 6-inch DIP water main looped on the site with services to each building on the site, subject to the availability of sufficient water allocation, firm capacity and elevated storage, and in compliance with the Authority’s Rules and Regulations, and the terms and conditions set forth in the Authority Engineer’s letter dated August 13, 2018, attached as Schedule “A”.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. The Authority hereby authorizes preliminary sewer and water approval to MAZ Properties, Block 4601, Lots 9, 10 and 11 on the Tax Map of the Township of Jackson.
2. The Developer shall comply with the Authority’s Rules and Regulations as well as all conditions established in the Authority Engineer’s letter dated August 13, 2018, attached as Schedule “A”.
3. This approval is valid for a period of one (1) year in accordance with the Authority’s Rules and Regulations.
4. The Developer will be required to apply for and receive tentative and final approval from the Authority.

Resolution No. 2018-110

5. Upon adoption of the within Resolution, the Executive Director, or his designee, shall forward copies to the Authority's General Counsel, the Authority's Engineer, the Developer, Professional Design Services, LLC, the Jackson Township Planning Board Secretary and to any other interested parties.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CAROL BLAKE	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
GENEVA CLAYTON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CLARA GLORY	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
VICKI RICKABAUGH	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.

DAVID A. HARPELL
Executive Director
Jackson Township Municipal
Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY AUTHORIZING PAYMENT OF
VOUCHERS, DEPOSIT REFUNDS AND PAYROLL – AUGUST 2018**

RESOLUTION NO. 2018-111

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the attached vouchers Schedule “A” and attached check registers Schedule “B” totaling \$871,036.47 have been examined and certified by the Executive Director and Commissioners of the Jackson Township Municipal Utilities Authority; and

WHEREAS, said vouchers have been found to be reasonable and necessary.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. Vouchers attached as Schedule “A” are hereby approved for payment.
2. The Authority’s Executive Director is authorized to make payment.
3. The Executive Director certifies that sufficient funds are available and have been appropriated for payment of said vouchers.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	X			
CAROL BLAKE	X			
GENEVA CLAYTON	X			
CLARA GLORY				X
VICKI RICKABAUGH	Y			
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	X			

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.



 DAVID A. HARPELL
 Executive Director
 Jackson Township Municipal
 Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
AMENDING CLEANING SERVICES AGREEMENT, CONTRACT NO. CT-18088, TO ACCSES
NEW JERSEY, INC., PURSUANT TO STATE CONTRACT NO. 77110, IN AN AMOUNT NOT
TO EXCEED \$19,017.56**

RESOLUTION NO. 2018-112

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, the Authority awarded a seventeen (17) month cleaning services agreement to ACCSES New Jersey, Inc., pursuant to State Contract No. 77110 under Resolution 2018-104, in an amount not to exceed \$13,424.20, effective August 1, 2018; and

WHEREAS, the information provided reflected a twelve (12) month quote with a monthly rate rather than total pricing for a seventeen (17) month contract; and

WHEREAS, the Authority received a revised quote reflecting seventeen (17) months, correcting the total contract amount from \$13,424.20 to an amount not to exceed \$19,017.56, in accordance with the attached Schedule “A”; and

WHEREAS, the Authority wishes to amend Contract CT-18088, to reflect the amount not to exceed of \$19,017.56; and

WHEREAS, all terms and conditions remain the same, as set forth on the attached Schedule “B”; and

WHEREAS, the Authority’s staff and the Finance Committee are recommending said amendment of the cleaning services agreement.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. Subject to confirmation of legal compliance by the Authority’s General Counsel, the Authority hereby amends the contract pricing for a seventeen (17) month cleaning services agreement, Contract CT-18088, as set forth on the attached Schedule “A”:
 - a. Contract Amended to: ACCSES New Jersey, Inc.
150 West State Street
Suite 120
Trenton, NJ 08608-1130
 - b. Approved Contract Price: \$19,017.56
2. The Authority’s Executive Director, or his designee, is hereby authorized to execute Contract No. CT-18088 and such other documentation as may be needed to effectuate the terms thereof.

Resolution No. 2018-112

3. Upon adoption of the within Resolution, the Executive Director, or his designee, shall forward copies to the Authority’s General Counsel, ACCSES New Jersey, Inc. and to any other interested party.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u>X</u>	_____	_____	_____
CAROL BLAKE	<u>X</u>	_____	_____	_____
GENEVA CLAYTON	<u>X</u>	_____	_____	_____
CLARA GLORY	_____	_____	_____	<u>X</u>
VICKI RICKABAUGH	<u>X</u>	_____	_____	_____

MEMBER	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u>X</u>	_____	_____	_____

I HEREBY CERTIFY that sufficient legally appropriated funds are available for the aforesated purposes as follows and upon budget approval for all subsequent years:


Contract No.: CT-18088

Line item(s): 05-55-131-100-006 (W OPER: Outside Services – Serv Contracts)
 05-55-145-100-010 (W OPER: Buildings & Grounds)
 07-55-131-100-006 (S OPER: Outside Services – Serv Contracts)
 07-55-145-100-010 (S OPER: Buildings & Grounds)



 JAMES R. DIAZ
 Asst Executive Director/Director of Finance
 Jackson Township Municipal
 Utilities Authority

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.



 DAVID A. HARPELL
 Executive Director
 Jackson Township Municipal
 Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
ADOPTING UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL AND
EMPLOYEE HANDBOOK**

RESOLUTION NO. 2018-113

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as the “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1, et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, the Authority last adopted a Personnel Policies and Procedures Manual and Employee Handbook dated August 2016 (hereinafter referred to as the “Handbook”); and

WHEREAS, said Handbook is required to be updated every two (2) years by the Municipal Excess Liability Joint Insurance Fund (hereinafter referred to as the “JIF”); and

WHEREAS, the Authority wishes to adopt said updated Handbook with the JIF requirements and management recommendations, attached as Schedule “A”; and

WHEREAS, the Authority’s staff and Administrative Committee are recommending the adoption of said updated Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. Subject to confirmation of legal compliance by the Authority’s Labor Counsel, the Authority hereby adopts the Handbook dated August 2018, entitled “Personnel Policies and Procedures Manual and Employee Handbook”.
2. That any other resolutions or policies heretofore adopted by the Authority which are inconsistent with this resolution are hereby rescinded.
3. Copies of the newly adopted “Personnel Policies and Procedures Manual and Employee Handbook” shall be distributed to all Authority Employees.
4. Upon adoption of the within Resolution, the Executive Director, or his designee, shall forward copies to the Authority’s General Counsel and to any other interested parties.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CAROL BLAKE	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
GENEVA CLAYTON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
CLARA GLORY	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
VICKI RICKABAUGH	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

Resolution No. 2018-113

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.



DAVID A. HARPELL
Executive Director
Jackson Township Municipal
Utilities Authority

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
AUTHORIZING THE APPOINTMENT OF MICHAEL RIZZO AS ACTING PURCHASING
AGENT**

RESOLUTION NO. 2018-114

WHEREAS, the Jackson Township Municipal Utilities Authority (hereinafter referred to as “Authority”) is a duly organized Municipal Utilities Authority under N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority holds the exclusive right and franchise to provide sewer and water service to the lands within its district; and

WHEREAS, Michael Rizzo has held the title of Senior Purchasing Assistant since July 2, 2018; and

WHEREAS, the Authority is currently without a Qualified Purchasing Agent (QPA); and

WHEREAS, Michael Rizzo has passed the QPA examination and is awaiting receipt of the QPA certificate issued by the State Division of Local Government Services in the Department of Community Affairs; and

WHEREAS, the Authority confirmed with the Division of Local Government Services on July 20, 2018 that Michael Rizzo is eligible to be appointed as the Authority’s Acting Purchasing Agent, with the higher bid threshold, as long as he meets the eligibility criteria at N.J.S.A. 40A:11-9(b) even if his Civil Service Title is Senior Purchasing Assistant; and

WHEREAS, said appointment will allow the Authority’s maximum bid threshold to increase to \$40,000.00 in accordance with N.J.S.A. 40A:11-3 and Local Finance Notice 2015-20; and

WHEREAS, Michael Rizzo has been recommended for this appointment by his supervisor upon receipt of his QPA certificate; and

WHEREAS, the Authority’s staff and Personnel Committee are recommending the aforementioned appointment.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Jackson Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. Subject to confirmation of legal compliance by the Authority’s Labor Counsel, the Authority hereby authorizes the appointment of Michael Rizzo to Acting Purchasing Agent, under his current Civil Service Commission title of Senior Purchasing Assistant, upon receipt of his QPA certificate.
2. Upon receipt of said QPA certificate, Michael Rizzo will receive an additional \$5,000.00 per annum for obtaining and maintaining said certificate.
3. The Authority is also concurrently approving an increase in the approved bid threshold to \$40,000.00 pursuant to N.J.S.A. 40A:11-3 and Local Finance Notice 2015-20.

Resolution No. 2018-114

4. Upon adoption of the within Resolution, the Executive Director, or his designee, shall forward copies to the Authority's Labor Counsel, the employee and to any other interested parties.

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM ALLMANN	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
CAROL BLAKE	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
GENEVA CLAYTON	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
CLARA GLORY	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
VICKI RICKABAUGH	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
ALTERNATE	AYE	NAY	ABSTAIN	ABSENT
TODD PORTER	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

I HEREBY CERTIFY that the above is a true copy of a Resolution duly adopted by the Jackson Township Municipal Utilities Authority in the Township of Jackson, County of Ocean, at its meeting held on the 23rd day of August 2018.

DAVID A. HARPELL
Executive Director
Jackson Township Municipal
Utilities Authority