

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 22, 2017
5:30 PM

The Public Meeting of June 22, 2017 was called to order by William Allmann, Chairman

PLEDGE OF ALLEGIANCE – Chairman Allmann led the Commissioners in the Pledge of Allegiance

The Open Public Meetings Act notice was read into the record by Joan Haltigan, Executive Assistant.

ROLL CALL OF THE BOARD OF COMMISSIONERS:

William Allmann, Chairman	Present
Carol Blake, Secretary	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Excused
Todd Porter, Alternate	Present

PROFESSIONALS:

Attorney – William Hierung, Jr., Esq.	Present
Consulting Engineer – Alan Dittenhofer, PE	Present

AUTHORITY STAFF:

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Present
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Maple Glen Mobile Home Park Rate Hearing of May 25, 2017

Moved:	Commissioner Blake
Second:	Commissioner Glory
Vote:	Unanimous
Abstain:	None

Approval of the Minutes of the Open Session Public Meeting of May 25, 2017

Moved:	Commissioner Clayton
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	None

Approval of the Minutes of the Closed Session Public Meeting of May 25, 2017

Moved:	Commissioner Glory
Second:	Commissioner Porter
Vote:	Unanimous
Abstain:	None

QUESTIONS/COMMENTS FROM THE PUBLIC:

At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT:

Mr. Harpell reviewed the following items from the Executive Director’s report but first asked the Board if they liked the new format of the meeting minutes. The Board agreed on the new format which will be used going forward.

SURPLUS OF PERSONAL PROPERTY – The Authority would like to surplus equipment which is no longer being utilized, noting that the biggest item on the list is a 2008 Ford F-350 diesel which has issues with the fuel system and the estimate to repair the vehicle was \$7,000.00. The vehicle has over 100,000 miles and the Authority would rather surplus this truck while it is still in serviceable condition. It was noted that the Authority recently received the two (2) new vehicles which were purchased in January, so there are enough vehicles in the fleet. There are a few other items on the list including a copy machine, a cub cadet lawn mower and some old water meters. The Authority would also like to donate sixty-nine (69) used cell phones to the Jackson Township Police Department to benefit victims of domestic violence if there are no objections from the Board.

WATER QUALITY ACCOUNTABILITY ACT - The Water Quality Accountability Act just passed the Senate and Assembly unanimously. It was noted that this is a well-intentioned law but will add significant costs to the Authority’s operations, including the replacement of water mains each year and exercising up to 4,000 water valves every two (2) years. The Authority will need to start preparing financially for this change as the Authority may need to hire additional staff just to exercise the valves.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano stated that there are no action items for capital projects this evening.

CONSULTING ENGINEER’S REPORT:

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer reported on the following developer projects this evening:

PRELIMINARY SEWER AND WATER APPROVAL TO IZAK COURT SUBDIVISION BLOCK 14001, LOTS 32.01 THROUGH 32.07, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, County Line Construction, is proposing to construct a nine (9) lot subdivision on the northern side of New Central Avenue, west of North Hope Chapel Road. The site contains a total of 15.68 acres. The applicant is applying for preliminary utility services at this time. The applicant proposed to service each of the proposed dwellings with individual wells and septic systems but a water main extension is required. We recommended this approval in our June 12, 2017 letter to the Board.

PRELIMINARY SEWER AND WATER APPROVAL TO JACKSON CROSSING II, BLOCK 3001, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Cardinale & Jackson Crossing #2, is proposing to construct a 46,000 square foot athletic complex with a 14,000 square foot mezzanine seating area and 105,000 square foot recreational air dome along with food service and a comfort station on the southeast side of Monmouth Road. The site contains a total of 75 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to install on-site wells for both domestic use and fire protection. The applicant also proposes to service the complex with an on-site septic system. The applicant will, however, be required to install dry water mains in accordance with the Authority’s Rules and Regulations and we recommended this approval in our June 12, 2017 letter to the Board. Chairman Allmann noted that the Authority is authorizing approval at this time but the situation could change after further discussions with Six Flags Great Adventure.

PUBLIC RELATIONS COMMITTEE REPORT:

None

ADMINISTRATIVE COMMITTEE REPORT:

None

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

Mr. Diaz discussed the following from the Assistant Executive Director/Director of Finance report. At this time, Mr. Diaz introduced Mr. Chris Gotz who is present this evening. Mr. Gotz works in the IT Department and will be assisting in setting up the new email addresses for the Board Members, since the monthly reporting is now largely electronic. Mr. Gotz handed out instructions to the Board noting that he can review if needed either by telephone or in person to set up the email accounts. Mr. Gotz can be reached at extension 246.

Also noted, there is one additional bill that was not included on the original bill list sent out last week, for Water Works Supply Company in the amount of \$4,676.60. This revises the bill list from \$1,412,403.49 to \$1,417,080.09. Mr. Diaz will not increase the fund transfer as there were sufficient funds in the Operating Expense Fund.

FINANCE COMMITTEE REPORT:

BILL LIST - \$1,417,080.09 to be drawn from the following funds:

- | | | |
|-------------------------|-----------------|----------------------|
| 1. Capital Reserve Fund | - \$ 999,591.95 | (Capital Projects) |
| 2. Escrow Funds | - \$ 10,274.22 | (Developer Work) |
| 3. Revenue General Fund | - \$ 411,057.35 | (Operating Expenses) |

The operating expense includes \$200,000.00 for funding the payroll account and \$8,520.03 to transfer funds to the Maple Glen Account as detailed in the annual evaluation that was discussed last month.

2017 TAX LIENS FOR YEAR-ENDING 2016 – The Tax Lien process has begun and the first Tax Lien notices were mailed on June 16th with a due date of June 30th.

Also discussed was Local Finance Notice #2017-10, Certification of Available Funds and Recent Rule Changes to the Local Finance Board. The Authority has known about change for some time and already complies with the notice requirements. It was further noted that the “Not to Exceed” language is included on the Authority’s resolutions and Mr. Diaz signs off certifying the availability of funds as well as identifying the Operating/Capital expense lines. Mr. Diaz also noted that the 2018 Budget Process has begun.

PERSONNEL REPORT:

2017 SALARY GUIDE WITH ELIGIBILITY REQUIREMENTS FOR FIELD DEPARTMENT – There are two items changed in the Eligibility Requirements. The first is a clarification of the “grandfathering” clause to include the language “current respective titles”. It was noted that the clarification’s intention is to inform employees that the “grandfathering” clause is not indefinite. The second item changed was in regards to the Sewer Repairer 2/Water Repairer 2 title. The title had a C-1 License (Collection) requirement along with an S-1 License (Treatment Plant) requirement. The change is to remove the S-1 License requirement, but it will be required for the next promotion to Sewer Repairer 2/Water Repairer 3. This has been reviewed with our Superintendent, Edward Mogila, who created the eligibility requirements list. The purpose of this change is to provide more incentive for the employees to achieve these promotions. All other requirements remain the same.

PROMOTIONS – There are two promotions on the agenda this evening. The first promotion discussed is Ms. Yvette Mitchell who is currently in the Civil Service Commission (CSC) title of Customer Service Representative and are looking to promote her to the next CSC title of Senior Customer Service Representative. Ms. Mitchell is doing a great job in the department and has been recommended for this promotion by her Supervisor. The second promotion is Mr. Michael Rizzo, who has started out in the Purchasing Department and moved over to the Accounting Department. The Authority is requesting approval to promote Mr. Rizzo from the CSC title of Clerk 1 to the CSC title of Account Clerk/Clerk 2. It was further noted that Mr. Rizzo is doing a great job for the Authority and is very versatile in what he can do.

The Personnel Committee has reviewed both promotions and is recommending approval.

SUMMER INTERN – This is more of a mentoring program. The Authority has a student, Mr. Joe Demateis, from Liberty High School, who will be working in the Engineering Department. It was noted this is a great opportunity for upcoming Engineers to get some exposure to the field at no cost to the Authority.

CONSENT RESOLUTIONS:

2017-61 Resolution Granting Preliminary Sewer and Water Approval to Izak Court Subdivision, Block 14001, Lots 32.01 through 32.07, on the Tax Map of the Township of Jackson

2017-62 Resolution Granting Preliminary Sewer and Water Approval to Jackson Crossing II, Block 3001, Lot 2, on the Tax Map of the Township of Jackson

Moved: Commissioner Blake
Second: Commissioner Clayton
Vote: Unanimous
Abstain: Chairman Allmann abstained on Resolution 2017-61

RESOLUTIONS OFFERED:

2017-63 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for June 2017

Moved: Commissioner Clayton
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Glory abstained on checks #23542 and #23590

2017-64 Resolution Authorizing an On-Line Public Auction for Surplus of Personal Property No Longer Needed for Authority Use

Moved: Commissioner Glory
Second: Commissioner Porter
Vote: Unanimous
Abstain: None

2017-65 Resolution Amending the Authority's Eligibility Requirements for Field Department Titles Associated with the Salary Guide

Moved: Commissioner Clayton
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

2017-66 Resolution Authorizing the Promotion of Yvette Mitchell to the Civil Service Title of Senior Customer Service Representative

Moved: Commissioner Clayton
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

2017-67 Resolution Authorizing the Promotion of Michael Rizzo to the Civil Service Title of Account Clerk/Clerk 2

Moved: Commissioner Clayton
Second: Commissioner Glory
Vote: Unanimous
Abstain: None

2017-68 Resolution Authorizing Joe Demateis as a Jackson School District Unpaid High School Intern in the Engineering Department

Moved: Commissioner Clayton
Second: Commissioner Porter
Vote: Unanimous
Abstain: None

At approximately 5:45 pm, Chairman Allmann requested a motion to go to closed session.

2017-69 Resolution of the Jackson Township Municipal Utilities Authority – Closed Session

Moved: Commissioner Glory
Second: Commissioner Porter
Vote: Unanimous
Abstain: None

Based on a motion made in closed session, at approximately 5:50 pm, the open session resumed of the June 22, 2017 Public Meeting.

As discussed in closed session, Mr. Harpell stated that KM Construction Corporation (KM) has still not cured the default and the Authority will give KM, an extra week, until June 30, 2017 to do so. If KM does not cure the default by June 30, 2017, the Authority will authorize Michael McKenna, Esq, and the Executive Director to take the formal action on this contract which could include terminating KM or directing Selective Insurance to complete the project. The Board voted on the following resolution:

2017-70 Resolution Authorizing Michael McKenna, Esq., and the Executive Director to Take Formal Action in Regards to the Manhattan Street Complex Water Storage Improvements and Warehouse, Contract No. CT-16078

Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

Chairman Allmann noted that the next public meeting will take place July 27, 2017.

Other Matters

With no further matters to discuss, Commissioner Glory made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the June 22, 2017 Public Meeting adjourned.

End of Minutes