

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**September 28, 2017**  
**5:30 PM**

The Public Meeting of September 28, 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	Present
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – William Hierung, 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 Open Session Public Meeting of August 24, 2017

Moved:	Commissioner Blake
Second:	Commissioner Rickabaugh
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.

**REVERSE AUCTION FOR ELECTRICITY** – EMEX conducted a reverse auction today for a third party provider of electricity. The rates came in better than last month. It was noted that the Authority is currently paying \$0.0817 per kWh and today’s auction resulted in a twenty-four (24) month rate of \$0.07725 kWh with Aggressive Energy. Mr. Harpell stated that although it doesn’t sound like much of a savings, it actually equates to approximately \$10,000.00 per year. Mr. Harpell also discussed another issue with regard to the Authority’s electric meters or more specifically the load factors, which is a comparison of peak usage versus average usage, noting that EMEX indicated that our load factors were not very good. We are not sure if these load factors can be improved as part of the problem with a water utility is that our demands are seasonal but we are going to review this issue with Remington & Vernick Engineers to see if there are any cost effective options.

**FALL FLUSHING** – The Authority started the annual hydrant flushing on Monday, September 25<sup>th</sup>. Every hydrant is flushed once per year and this work is being undertaken between 2 a.m. and 6 a.m. to minimize any inconvenience to our customers. It is interesting to note that the recently adopted Water Quality Accountability Act now requires every hydrant to be inspected annually and this is causing a hardship for some water systems but this has already been our standard practice. The flushing should take approximately eight (8) weeks to complete.

**AEA FALL CONFERENCE** – The Association of Environmental Authorities 2017 Fall Conference will be held on November 14<sup>th</sup> and 15<sup>th</sup> in Atlantic City. It is a good agenda this year and please let Joan if you would like to attend. It was noted that Mr. Harpell is scheduled to be the incoming President.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reviewed the following items from the Engineering Report.

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 AND THE CLOSEOUT OF FLAIR PUMP STATION TRENCHLESS LINING, CONTRACT NO. C5-00053 WITH AQUA INFRASTRUTURE REHABILITATION COMPANY, LLC, d/b/a TRI-STATE GROUTING, IN THE DECREASED AMOUNT OF <\$1,940.00>** - Aqua Infrastructure Rehabilitation Company, LLC d/b/a Tri-State Grouting has fulfilled their contractual obligations and has submitted the required contract closeout documents for this project. Mr. Quijano noted that the final quantities change order is in the decreased amount of <\$1,940.00>, which will bring the original contract of \$35,350.00 to \$33,410.00. The Authority’s staff and Engineering Committee are recommending approval of the final quantities and change order and simultaneous closeout of the contract this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2017 INFRARED PAVING PROJECT, CONTRACT NO. CT-17060, TO KNIPFING ASPHALT SOLUTIONS, INC., IN AN AMOUNT NOT TO EXCEED \$20,392.00** – The Authority’s Emergency and Service Contract only includes base paving for the trench repair of the emergency and service work. Although this was not done last year, the final paving is typically performed after a six-month settlement period of the base paved trench. To date, there are approximately 33 Authority sites ready for final paving by infrared method. The Authority advertised and solicited bids for the 2017 Infrared Paving Project, Contract No. CT-17060 on September 5, 2017. Two (2) bids were received an opened on September 20, 2017, ranging from a low of \$20,392.00 to a high of \$24,290.05. The Authority’s staff and Engineering Committee are recommending award to Knipfing Asphalt Solutions, Inc., in an amount not to exceed \$20,392.00, as the lowest responsive and responsible bidder.

**RESOLUTION AUTHORIZING THE SECOND ONE-YEAR EXTENSION TO CONTRACT NO. CT-1798A, TO J.F. KIELY CONSTRUCTION COMPANY, INC., TO THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK CONTRACT, IN AN AMOUNT NOT TO EXCEED \$369,186.98** – The 2015-2016 Sewer/Water Emergency Repairs and Service Work contract with J.F. Kiely Construction Company, Inc., has a provision to extend the contract for up to two (2) one-year extensions. The Authority's staff has been pleased with their performance. The Authority's staff and Engineering Committee are recommending approval of the second renewal at the adjusted 2016-2017 contract rates plus an increased amount of 3.5%, as allowed in the contract, in an amount not to exceed \$369,186.98.

**RESOLUTION AUTHORIZING A FIXED COST AGREEMENT WITH JERSEY CENTRAL POWER & LIGHT, FOR THE MANHATTAN STREET COMPLEX WATER STORAGE IMPROVEMENTS AND WAREHOUSE, CONTRACT NO. CT-17079, IN THE AMOUNT OF \$23,517.07** – When Selective Insurance was soliciting bids for the replacement contractor for this project, the relocation of poles and the power was not included. The revised contract for the Manhattan Street Complex and Water Storage Improvements and Warehouse stipulates that the Authority will pay for any costs associated with Jersey Central Power & Light (JCP&L) work so that the new tank can be constructed. JCP&L provided a Fixed Cost Agreement to the Authority in the amount of \$23,517.07. Mr. Harpell commended Mr. Quijano's continued work in saving money on this project as the original estimate exceeded \$76,000.00 but Mr. Quijano was able to demonstrate that the current transformers are sized appropriately.

**CONSULTING ENGINEER'S REPORT:**

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

**RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO STRATEGIC EQUITY SOLUTIONS OFFICE, BLOCK 6504, LOTS 14, 15 & 16, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Strategic Equity Solutions, LLC, is proposing to construct a one-story 25,095 square foot building consisting of 2,000 square feet of office space and 23,095 square feet of warehouse space on the eastern side of Cpl. Luigi Marciante Memorial Drive, north of Solar Avenue. The applicant proposes to connect to the existing water main in Cpl. Luigi Marciante Memorial Drive and install a 1" service to the building. The applicant proposes to connect to an existing manhole at the intersection of Solar Avenue and Cpl. Luigi Marciante Memorial Drive and extend an 8" PVC sewer along Cpl. Luigi Marciante Memorial Drive. We recommended this approval in our September 18, 2017 letter to the Board.

**RESOLUTION GRANTING TENTATIVE WATER APPROVAL TO IZAK COURT SUBDIVISION, BLOCK 14001, LOTS 32.01-32.07, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, County Line Construction is proposing a nine (9) lot subdivision on the northern side of New Central Avenue, west of North Hope Chapel road. The applicant is proposing to connect to the existing water main in North Hope Chapel Road and extend a 12" DIP main to serve the site. We recommended this approval in our September 18, 2017 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND PRELIMINARY AND TENTATIVE WATER APPROVAL TO FELDCHILD SITE PLAN, BLOCK 22401, LOT 6, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Feldchild, LLC, is proposing to construct two (2) 9,500 square foot warehouse buildings with offices on the western side of Whitesville Road. The applicant is proposing to connect to the existing water main on Whitesville Road and will install an on-site septic system. We recommended this approval in our September 18, 2017 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO THE CONCOURSE, BLOCK 13801, LOT 7.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Casey Clayton, is proposing to construct a 67,488 square foot two-story office building off the east side of East Veteran’s Highway. This project will be phased and are applying for preliminary services at this time. The applicant proposes to connect to the existing water main in East Veterans Highway and install services for both domestic use and fire protection for the buildings. The applicant requested to connect to New Jersey American Sewer System in Lakewood Township. That request will not be honored and we required that they connect to the Authority’s system. We recommended this approval in our September 18, 2017 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO GALASSI COURT, BLOCK 21401, LOTS 38, 39 AND 40, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Milkiel Akhamzadeh, is proposing to construct a minor subdivision consisting of four (4) lots that will be serviced by on-site wells and septic systems. We recommended this approval in our September 18, 2017 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO RZ HOLDINGS, LLC, BLOCK 13501, LOTS 6 & 7, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, RZ Holdings, LLC, is proposing to construct a preliminary & final major subdivision consisting of five (5) residential lots. The applicant proposes to service the site with individual on-site wells and septic systems. We recommended this approval in our September 18, 2017 letter to the Board.

Discussion ensued with regard to the Galassi Court approval. It was noted the site contains a total of four (4) acres. A condition of going to the Planning or Zoning Boards, is that applicants are required to go to all outside agencies for approval, even though there is no city water or sewer in that area. Chairman Allmann stated that it does not affect the Authority since there are no services in that area. The Authority is not approving the development but we are simply confirming that we cannot provide services at this time.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

None

**ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:**

Mr. Diaz reviewed the following from the Assistant Executive Director/Director of Finance report.

**FINANCE COMMITTEE REPORT:**

**BILL LIST** - \$554,408.48 to be drawn from the following funds:

- |                         |      |            |                          |
|-------------------------|------|------------|--------------------------|
| 1. Capital Reserve Fund | - \$ | 40,497.14  | (Capital Projects)       |
| 2. NJEIT (OFB) Account  | - \$ | 44,994.23  | (Capital Projects-Sewer) |
| 3. Escrow Funds         | - \$ | 642.42     | (Developer Work)         |
| 4. Revenue General Fund | - \$ | 468,274.69 | (Operating Expenses)     |

The operating expense includes \$225,000.00 for funding the payroll account. Sewer capital funds will be drawn from the existing Ocean First Bank NJEIT account until all funds have been exhausted as part of the process of closing out the account and transferring funds to the new account opened with Lakeland Bank.

**RESOLUTION AUTHORIZING ONE (1) TWO-YEAR EXTENSION TO CONTRACT NO. CT-16045 TO J.R. HENDERSON LABS, INC., FOR LABORATORY TESTING SERVICES FOR POTABLE WATER AND WASTEWATER, IN AN ANNUAL AMOUNT NOT TO EXCEED \$60,746.00** – The Authority currently has a contract with J.R. Henderson Labs, Inc. which affords the opportunity to extend it for either one (1) two-year extension or two (2) one-year extensions. It was agreed that the Authority should extend for a one (1) two-year extension effective October 1, 2017 through September 30, 2019, at the original contract rates plus an increased amount of 3.1% as allowed in the contract for an annual amount not to exceed \$60,746.00, for both water and sewer.

**RESOLUTION AUTHORIZING THE RENEWAL OF MEMBERSHIP IN THE NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND, CONTRACT NO. CT-18008, IN AN ANNUAL AMOUNT NOT TO EXCEED \$185,000.00** – Mr. Diaz discussed the New Jersey Utility Authorities Joint Insurance Fund (JIF) which renews its membership every three (3) years. The Authority will request approval to renew the membership with the JIF, Contract No. CT-18008, for three (3) years, effective January 1, 2018 and through December 31, 2020. Mr. Diaz noted that the resolution will also certify the annual premiums not to exceed \$185,000.00. It was noted this amount is overstated since the Authority does not know what the premiums are at this point. In 2017 it was approximately \$150,000.00 but wanted to be sure sufficient funds were allocated.

**RESOLUTION AUTHORIZING AMENDMENT TO CONTRACT NO. CT-17012, TO PRIMPOINT, LLC, FOR 2017 PAYROLL SERVICES, IN AN AMOUNT NOT TO EXCEED \$2,650.00** – The Authority currently utilizes Primepoint, LLC for payroll services. In an effort to modernize our current payroll system, the Authority is looking to add a component to utilize electronic time attendance for better record keeping using a system called “Time & Labor Management” for the remainder of 2017 in an amount not to exceed \$2,650.00. This amount includes implementation and training on the system.

**RESOLUTION AUTHORIZING AWARD TO POWER WASH THE LEGLER ELEVATED WATER STORAGE TANK, CONTRACT NO. CT-17078, TO UNDER PRESSURE H2O, LLC, IN AN AMOUNT NOT TO EXCEED \$8,500.00** – The Legler Water Storage Tank has not been cleaned and is in need of power washing. The Authority received three (3) quotes in an amount ranging from \$8,500.00 to \$9,700.00. The Authority is requesting approval this evening to award the power washing service, Contract No. CT-17078 to Under Pressure H2O, LLC, in an amount not to exceed \$8,500.00.

**RESOLUTION AUTHORIZING A MAINTENANCE SOFTWARE AGREEMENT, WITH IWORQ SYSTEMS, INC., FOR CONFIGURATION TRAINING AND ONE (1) YEAR ANNUAL FEE, CONTRACT CT-17077, IN AN AMOUNT NOT TO EXCEED \$9,000.00** – The Authority currently does not have suitable software to manage the field worker’s activity and the maintenance of the Authority’s infrastructure. We received proposals from multiple companies to assist us in this area. The Authority interviewed two companies, and iWorQ Systems, Inc., offered the best response. This particular contract will work in two parts, first the configuration training for 2017 in an amount not to exceed \$2,500.00 and an annual fee of \$6,500.00, for a total amount not to exceed \$9,000.00. The annual fee consists of system applications/services. This has been reviewed and the Finance Committee is recommending approval this evening. This software will better assist the Field Staff in tracking field assets and work orders.

**2018 BUDGET** - The draft 2018 Water/Sewer budgets are near completion. The information has been reviewed with the Committees and Mr. Diaz will submit a draft the Board within the next couple days. Following Board review, the Authority will go through the process of transferring to the State forms and will look to present at the October Meeting for approval.

**PERSONNEL REPORT:**

**NEW HIRE** – There is one (1) new hire on the agenda this evening, for Mr. Kenneth Williams who is filling a vacant position in the Buildings & Grounds Department. The resolution on the agenda this evening is to ratify the hiring of Mr. Williams. This has been reviewed and is being recommended for approval by the Personnel Committee.

Present from the Public, Mr. Cordts questioned if there was water service close to Galassi Court, would the Authority require the applicant to connect. It was noted it would depend on the distance and number of homes to connect. It was again noted, there are no services currently in that location.

**CONSENT RESOLUTIONS:**

- 2017-89 Resolution Authorizing Cash Management Report for August 2017
- 2017-90 Resolution Granting Preliminary Sewer and Preliminary and Tentative Water Approval to Feldchild Site Plan, Block 22401, Lot 6, on the Tax Map of the Township of Jackson
- 2017-91 Resolution Granting Tentative Sewer and Water Approval to Strategic Equity Solutions Office, Block 6504, Lots 14, 15 & 16, on the Tax Map of the Township of Jackson
- 2017-92 Resolution Granting Preliminary Sewer and Water Approval to Galassi Court, Block 21401, Lots 38, 39 and 40, on the Tax Map of the Township of Jackson
- 2017-93 Resolution Granting Tentative Water Approval to Izak Court Subdivision, Block 14001, Lots 32.01-32.07, on the Tax Map of the Township of Jackson
- 2017-94 Resolution Granting Preliminary Sewer and Water Approval to The Concourse, Block 13801, Lot 7.01, on the Tax Map of the Township of Jackson

2017-95 Resolution Granting Preliminary Sewer and Water Approval to RZ Holdings, LLC, Block 13501, Lots 6 and 7, on the Tax Map of the Township of Jackson

Moved: Commissioner Blake  
Second: Commissioner Clayton  
Vote: Unanimous  
Abstain: Chairman Allmann abstained on Resolution 2017-93

**RESOLUTIONS OFFERED:**

2017-96 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for September 2017

Moved: Commissioner Glory  
Second: Commissioner Blake  
Vote: Unanimous  
Abstain: Commissioner Rickabaugh abstained on check #23819

2017-97 Resolution Authorizing Final Quantities Change Order No. 1 and the Closeout of Flair Pump Station Trenchless Lining, Contract No. C5-00053 with Aqua Infrastructure Rehabilitation Company, LLC d/b/a Tri-State Grouting, in the Decreased Amount of <\$1,940.00>.

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

2017-98 Resolution Authorizing Award of the 2017 Infrared Paving Project, Contract No. CT-17060, to Knipfing Asphalt Solutions, Inc., in an Amount Not to Exceed \$20,392.00

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

2017-99 Resolution Authorizing the Second One-Year Extension to Contract No. CT-1798A, to J.F. Kiely Construction Co., Inc., to the Sewer/Water Emergency Repairs and Service Work Contract, in an Amount Not to Exceed \$369,186.98

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

2017-100 Resolution Authorizing One (1) Two-Year Extension to Contract No. CT-16045 to J.R. Henderson Labs, Inc., for Laboratory Testing Services for Potable Water and Wastewater, in an Annual Amount Not to Exceed \$60,746.00

Moved: Commissioner Clayton  
Second: Commissioner Glory

Vote: Unanimous  
 Abstain: Commissioner Rickabaugh abstained

2017-101 Resolution Authorizing Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund, Contract No. CT-18008, in an Annual Amount Not to Exceed \$185,000.00

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

2017-102 Resolution Authorizing Amendment to Contract No. CT-17012, to Primepoint, LLC, for 2017 Payroll Services, in an Amount Not to Exceed \$2,650.00

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

2017-103 Resolution Authorizing Award to Power Wash the Legler Elevated Water Storage Tank, Contract No. CT-17078, to Under Pressure H2O, LLC, in an Amount Not to Exceed \$8,500.00

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

2017-104 Resolution Authorizing a Maintenance Software Agreement, with iWorQ Systems, Inc., for Configuration Training and One (1) Year Annual Fee, Contract No. CT-17077, in an Amount Not to Exceed \$9,000.00

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

2017-105 Resolution Authorizing a Fixed Cost Agreement with Jersey Central Power & Light, for the Manhattan Street Complex Water Storage Improvements and Warehouse, Contract No. CT-17079, in the Amount of \$23,517.07

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

2017-106 Resolution Ratifying the Permanent Hire of Kenneth Williams Under the Civil Service Title of Laborer 1

Moved: Commissioner Clayton  
 Second: Commissioner Blake



Vote: Unanimous  
Abstain: None

2017-107 Resolution Authorizing Contract for the Purchase of Electricity, Through an Online Auction Website, Contract No. CT-17071, to Aggressive Energy, effective December 1, 2017

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

There was no closed session

Chairman Allmann noted that the next public meeting will take place October 19, 2017.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the September 28, 2017 Public Meeting adjourned.

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End of Minutes