

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
November 16, 2017
5:30 PM

The Public Meeting of November 16, 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 October 19, 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.

PUBLIC AGENCY COMPLIANCE OFFICER – The Authority is required to designate a Public Agency Compliance Officer (P.A.C.O) each year for affirmative action compliance. This position is usually appointed at the reorganization meeting but the deadline to submit this information to the State is January 10, 2018, so the Authority would like to expedite the process. Mr. Jim Diaz has been our P.A.C.O for many years and we would like to recommend him again for 2018.

HOMESERVE USA 2017 CHARITABLE CONTRIBUTION – The Authority was able to increase the donation percentage this year for a total amount of \$10,804.50. A summary of those requesting to be considered for a donation was provided to the Board, which did not include a last minute request from the Jackson Township Firefighters Mutual Benevolent Association. Commissioner Glory requested the Authority discuss in closed session and Mr. Hirling stated that it is a privacy issue and closed session would be permitted.

2018 HOLIDAY SCHEDULE – Next discussed was the 2018 Holiday Schedule on the agenda this evening for approval.

KM CONSTRUCTION – Last discussed was KM Construction (KM). The Authority and Mr. McKenna, Esq. recently had a conference call with KM’s attorney regarding KM’s draft Complaint. The Authority is of the opinion that this draft Complaint has no merit and we will keep the Board informed.

ENGINEERING COMMITTEE REPORT:

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

RESOLUTION REJECTING BIDS FOR THE POLE BARN (PRE-ENGINEERED STEEL BUILDING) AT THE LONDON DRIVE WATER TREATMENT PLANT, CONTRACT NO. CT-17070 – the bid for the Pole Barn was published in October 2017 and we received only one (1) bid. The base bid was in the amount of \$185,000.00 which exceeded the Authority’s estimate of approximately \$100,000.00. The Authority’s staff and Engineering Committee are recommending rejecting the bid at this time.

RESOLUTION MEMORIALIZING A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN, FOR THE RELOCATION OF WATER MAINS AT THE INTERSECTION OF HYSON AND COOK ROADS, CONTRACT NO. CT-17080, IN AN AMOUNT NOT TO EXCEED \$25,234.45 – The Resolution on the agenda this evening is to memorialize the shared services agreement with the Ocean County Engineering Department (County). This was discussed last month noting that the Authority proceeded with the relocation of water mains at the intersection of Hyson Road and Cook Road. This project has been completed and total amount of the contract is \$25,234.45. The County will forward an invoice for payment for this project.

COUNTY OF OCEAN RELOCATION OF AUTHORITY’S WATER MAIN AT WHITESVILLE ROAD - Last item discussed is not an action item for this evening but was discussed in the Engineering Report. The County of Ocean is replacing the Whitesville Road Culvert, which will necessitate the relocation of the Authority’s 12-inch water main. The Authority is currently in discussions with the County and their contractor, Lucas Construction (Lucas) to finalize the costs of the relocation. Originally, Lucas came with the recommendation that the Authority should directional drill the water main in order to relocate it, at a cost of over \$115,000.00. In negotiating with the contractor and using another method, the cost was substantially reduced to an amount not to exceed \$46,748.00. The staff would like

to request a verbal approval from the Board to move ahead with the relocation of the water main at this not to exceed cost. The County is planning on starting this project after Thanksgiving. Mr. Harpell noted that this is the last County project in the immediate future as relocation work for the County has been a major expense in 2017. With no objections from the Board, permission to proceed with the project was granted and the Authority will memorialize the Shared Services Agreement next month.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO JACKSON STORAGE OF NEW JERSEY, LLC, BLOCK 4801, LOTS 22 AND 23, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Preliminary Approval was granted in November 2016 for this project. The applicant, Jackson Storage of New Jersey, LLC, is proposing to construct an 8,000 square foot storage building and 16,090 square foot two-story medical facility building on the north side of North County Line Road, west of Harmony Road. The project will be constructed in two (2) phases. The first phase will involve the construction of the storage facility. The storage facility will not require water and sewer service. The second phase will involve the construction of water and sewer service for the medical facility building and services to the existing office/apartment building. The site contains a total of 10.92 acres. The applicant is applying for Tentative Approval at this time for both phases. The applicant has also applied for Final Approval for the phases that are not being recommended at this time. The applicant also proposes to connect to the existing water main on North County Line Road and install services to the building and will extend an 8” PVC sewer main through a proposed easement to provide service to the buildings. We recommended Tentative Sewer and Water approval be granted to Phase I and Phase II of this project. Should the Authority grant Tentative Approval, the applicant will be required to submit the required items for Tentative Sewer and Water Compliance for Phase II. No further action will be required for Phase I of the project to construct the storage units without the utilities. The applicant will be required to file for Final Approval for Phase II after they receive their necessary outside agency approvals. We recommended this Tentative Approval in our November 6, 2017 letter to the Board.

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:

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2017 - The November Bill List has been submitted for

approval in the total amount of \$398,160.58. The Finance Committee has reviewed and is recommending approval.

RESOLUTION RATIFYING SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR OCTOBER 2017 – This is the second October Bill List which has been submitted for approval in the total amount of \$338,924.67. The Finance Committee has reviewed and is recommending approval.

RESOLUTION ADOPTING THE 2018 JTMUA WATER/SEWER OPERATING CAPITAL BUDGET – STATE FORM – The State turned around the budget very quickly and the Authority received an email granting permission to proceed with the adoption process.

RESOLUTION AUTHORIZING ONE (1) TWO-YEAR EXTENSION FOR COMPUTING SERVICES, CONTRACT CT-16030, TO MILES TECHNOLOGIES, INC., IN ACCORDANCE WITH THE AUTHORITY’S BID SPECIFICATIONS, IN AN AMOUNT NOT TO EXCEED \$2,027.00 PER MONTH PLUS ADDITIONAL SERVICES REQUIRED IN ACCORDANCE WITH THE STATED HOURLY RATE – It was noted that the original contract afforded one (1) two-year extension. The Authority’s Information Technology Department is recommending approval. The Finance Committee has also reviewed and recommending approval for this extension. It was noted the rates will remain the same for this two-year extension.

RESOLUTION AUTHORIZING AWARD OF THE 2018 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-18015, TO RIO SUPPLY, INC., IN AN AMOUNT NOT TO EXCEED \$245,348.96

RESOLUTION AUTHORIZING AWARD OF THE 2018 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-18018, TO CORE & MAIN, LP, IN AN AMOUNT NOT TO EXCEED \$34,625.00

The Authority advertised and solicited bids on October 13, 2017 for the 2018 Annual Water Meter Acquisitions. There are two contracts on the agenda this evening being presented for approval. The 2018 Neptune Water Meter Acquisition, Contract No. CT-18015, to RIO Supply Inc., in an amount not to exceed \$245,348.96 and the 2018 Sensus Water Meter Acquisition, Contract No. CT-18018, to Core & Main, LP, (f/k/a HD Supply Water Works, LTD) in an amount not to exceed \$34,625.00. The Finance Committee has reviewed and is recommending approval for both contracts.

RESOLUTION AUTHORIZING AWARD OF THE 2018 SOFTWARE SUPPORT AGREEMENT WITH EDUMUNDS & ASSOCIATES, INC., CONTRACT NO. CT-18021, IN AN AMOUNT NOT TO EXCEED \$13,124.00 – The next approval is for the Authority’s accounting and billing software. Edmunds & Associates, Inc. is the sole provider of this software. The contract reflects no increase from 2017, which includes software support and updates. The Finance Committee has reviewed and is recommending approval.

RESOLUTION AUTHORIZING AWARD OF A SIX (6) MONTH CLEANING SERVICES AGREEMENT, CONTRACT NO. CT-18046, TO ACCSES NJ/CNA SERVICES, PURSUANT TO STATE CONTRACT NO. 77110, IN AN AMOUNT NOT TO EXCEED \$6,712.08 – the current cleaning services agreement ends December 31, 2017. The Authority obtained two (2) quotes for cleaning services and ACCSES NJ/CNA Services, under State Contract No. 77110, was the most responsive, however the State contract ends June 30, 2018. The Authority is requesting approval to award ACCSES NJ/CNA Services for a six

(6) month cleaning services agreement from January 1, 2018 through June 30, 2018. This will afford the Authority the opportunity to evaluate their service for six (6) months since they are a new vendor. It was noted that if an extension is granted by the State, the Authority can consider awarding a new contract in early summer of 2018 to ACCSES NJ/CNA Services or change vendors if determined to be necessary. The Finance Committee has reviewed and is recommending approval.

RESOLUTION AUTHORIZING A THIRTY-SIX (36) MONTH POSTAGE MACHINE LEASE AGREEMENT, CONTRACT NO. CT 18075, TO FP MAILING SOLUTIONS, IN AN AMOUNT NOT TO EXCEED \$5,340.24 – The current postage machine lease agreement ends December 31, 2017. The Purchasing Department requested and received quotes. The Purchasing Department has reviewed the quotes and has determined that FP Mailing solutions is most responsive and cost effective in maintaining the quality of services/support that the Authority currently receiving. The Authority is requesting approval this evening to award to FP Mailing Solutions, in an amount not to exceed \$5,340.24, for a thirty-six (36) month contract. Pursuant to the terms and conditions of the contract, it may be extended for one (1) two-year extension or two (2) one-year extensions.

NJUA ANNUAL DIVIDEND – The Authority received notification on November 3, 2017 from the New Jersey Utility Authorities Joint Insurance Fund (JIF) that it will be issuing a dividend to its members in the amount of \$1,000,000.00 of which the Authority’s portion is \$16,715.79. As in the past, with Board approval, the Authority will apply its portion of the dividend as a credit against the 2018 premium.

PERSONNEL REPORT:

PROMOTIONS – There are two (2) promotions on the agenda this evening. The first is for Ms. Megan Heiss who works in the Billing Department, from the Civil Service title of Clerk 2 to Clerk 3. The second promotion is for Mr. Christopher Parks who works in the Maintenance Department, from the Civil Service title of Laborer 1 to Sewer Repairer 1. Both of these individuals have been recommended for these promotions by their supervisors. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2017-117 Resolution Accepting Cash Management Report for September 2017
 - 2017-118 Resolution Granting Tentative Sewer and Water Approval to Jackson Storage of New Jersey, LLC, Block 4801, Lots 22 and 23, on the Tax Map of the Township of Jackson
- Moved: Commissioner Blake
Second: Commissioner Glory
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

- 2017-119 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for October 2017
- Moved: Commissioner Glory

Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

2017-120 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for November 2017

Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Glory abstained on check #3249

2017-121 Resolution Memorializing a Shared Services Agreement with the County of Ocean, for the Relocation of Water Mains at the Intersection of Hyson and Cook Roads, Contract No. CT-17080, in an Amount Not to Exceed \$25,234.45

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

2017-122 Resolution Rejecting Bids for the Pole Barn (Pre-Engineered Steel Building) at the London Drive Water Treatment Plant, Contract No. CT-17070

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

2017-123 Resolution Authorizing One (1) Two-Year Extension for Computing Services, Contract CT-16030, to Miles Technologies, Inc., in Accordance with the Authority's Bid Specifications, in an Amount Not to Exceed \$2,027.00 Per Month

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

2017-124 Resolution Authorizing Award of the 2018 Neptune Water Meter Acquisition, Contract No. CT-18015, to RIO Supply, Inc., in an Amount Not to Exceed \$245,348.96

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

2017-125 Resolution Authorizing Award of the 2018 Sensus Water Meter Acquisition, Contract No. CT-18018, to Core & Main, LP, in an Amount Not to Exceed \$34,625.00

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

2017-126 Resolution Authorizing Award of the 2018 Software Support Agreement with Edmunds & Associates, Inc., Contract No. CT-18021, in an Amount Not to Exceed \$13,124.00

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

2017-127 Resolution Authorizing Award of a Six (6) Month Cleaning Services Agreement, Contract No. CT-18046, to ACCSES NJ/CNA Services, Pursuant to State Contract No. 77110, in an Amount Not to Exceed \$6,712.08

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

2017-128 Resolution Authorizing Award of a Thirty-Six (36) Month Postage Machine Lease Agreement, Contract No. CT-18075, to FP Mailing Solutions, in an Amount Not to Exceed \$5,340.24

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

2017-129 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA, in Accordance with their Prior Commitment to the Authority

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

2017-130 Resolution Adopting the 2018 Holiday Schedule

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

2017-131 Resolution Appointing James Diaz as the Authority's Public Agency Compliance Officer for 2018

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

2017-132 Resolution Authorizing the Promotion of Megan Heiss to the Civil Service Title of Clerk 3

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

2017-133 Resolution Authorizing the Promotion of Christopher Parks to the Civil Service Title of Sewer Repairer 1

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

2017-134 Resolution Adopting the 2018 JTMUA Water/Sewer Operating Capital Budget – STATE FORM

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

At approximately 5:50 pm, Chairman Allmann requested a motion to go to closed session.

2017-135 Resolution of the Jackson Township Municipal Utilities Authority – Closed Session

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

Based on a motion made in closed session, at approximately 6:05 pm, the open session resumed of the November 16, 2017 Public Meeting.

As discussed in closed session with regard to the HomeServe USA 2017 Charitable Contribution, the Board agreed that \$1,000.00 will go to the Authority's Bill Assistance Program and the remainder of the contribution will be split evenly between the nine (9) of the ten (10) charities/organizations who requested consideration. Going forward, the Authority will develop more specific criteria for selecting the charities.

Chairman Allmann noted that the next public meeting will take place December 21, 2017.

OTHER MATTERS:

With no further matters to discuss, Commissioner Blake made a motion to adjourn. Commissioner Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the November 16, 2017 Public Meeting adjourned.

End of Minutes