

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**December 21, 2017**  
**5:30 PM**

The Public Meeting of December 21, 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	Excused
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

**QUESTIONS/COMMENTS FROM THE PUBLIC:** at this time, Ms. Christina Sanzo was present from HomeServe, USA and began the charitable contribution presentations. Present were representatives from Adopt A Senior Organization, Bread From Heaven Café, Cub Scout Pack 204, Jackson Diamond Baseball Club, Jackson Liberty High School Cheerleading, Jackson Memorial High School Football Parents Club, Jackson Township Firefighters Mutual Benevolent Association (District 3), Jackson Township High School Scholarship Fund, Inc., and the Veteran’s Memorial Garden. Mr. Harpell thanked everyone for attending this evening, noting that HomeServe USA provides a good community service where we can help customers insure their water and sewer lines and also give back to the community.

**2018 RATE HEARING** – Chairman Allmann called the 2018 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2017-136      Resolution Adopting the 2018 Rate Schedule.

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

Approval of the Minutes of the Open Session Public Meeting of November 16, 2017

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

Approval of the Minutes of the Closed Session Public Meeting of November 16, 2017.

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

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.

**SALARY ADJUSTMENT FOR NON-UNION EMPLOYEES** – The Authority's Union Contract negotiations may be protracted and the Non-Union salary increase was linked to the Union Contract unless modified by resolution, therefore, the Authority is requesting approval for a 3% increase for all Non-Union Employees.

**ENGINEERING COMMITTEE REPORT:**

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

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, FOR 2017 INFRARED PAVING PROJECT, CONTRACT NO. CT-17060, WITH KNIPFING ASPHALT SOLUTIONS, INC., IN THE DECREASED AMOUNT OF <\$956.00>** – This Change Order No. 1 is a Final Quantities Change Order for the 2017 Infrared Paving Project, Contract No. CT-17060. The Authority's staff is recommending this change order, for a credit to the contract quantities resulting in a decrease in the contract by <\$956.00>, changing the original contract amount from \$20,392.00 to a decreased contract amount of \$19,436.00.

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, FOR THE FIRST EXTENSION TO THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK CONTRACT, CONTRACT NO. CT-1698A, WITH J.F. KIELY CONSTRUCTION COMPANY, IN THE DECREASED AMOUNT OF <\$97,552.80>** - This Change Order No. 1 is a Final Quantities Change Order for the first extension to the Sewer/Water Emergency Repairs and Service Work Contract. The Authority's staff is recommending this change order, for a credit to the contract quantities resulting in a decrease in the contract by <\$97,552.80>, changing the original contract amount from \$356,702.40 to a decreased contract amount of \$259,149.60.

**RESOLUTION MEMORIALIZING A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR THE RELOCATION OF THE WATER MAIN AT**

**THE WHITESVILLE ROAD CULVERT, CONTRACT NO. CT-17081, IN AN AMOUNT NOT TO EXCEED \$46,748.05** – As discussed last month, the County of Ocean is replacing a culvert on Whitesville Road, which necessitated the removal of the 12-inch water main and the installation of a 120 linear feet of new 12-inch ductile iron water main. The resolution on the agenda this evening is to memorialize a Shared Services Agreement with the County of Ocean in the amount not to exceed \$46,748.05. It was noted this work has been completed.

**RESOLUTION AUTHORIZING AWARD OF ELECTRICAL WORK UNDER CONTRACT CT-17082, PURSUANT TO THE OCEAN COUNTY COOPERATIVE CONTRACT PRICING SYSTEM CONTRACT NO. B2017-147, TO GARY KUBIAK & SON ELECTRIC, INC., IN AN AMOUNT NOT TO EXCEED \$36,556.00** – Under the Hazard Mitigation Grant Program, the Authority was approved for potential reimbursement for “quick connects” for our mobile generators at the London Drive and Hyson Road Water Treatment Plants. In order to complete the installation, the Authority needs to have electrical work completed at both plants. The Authority received pricing through the Ocean County Cooperative Contract Pricing System, for the electrical installation portion and to purchase the quick connects in an amount not to exceed \$36,556.00.

**CONSULTING ENGINEER’S REPORT:**

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

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO HOPE OFFICES, LLC, BLOCK 22301, LOTS 25 AND 26, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Hope Offices, LLC, is proposing to construct a two-story building with a 16,960 square foot office and retail space on the east side of South Hope Chapel Road, south of Whitesville Road. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect to an existing manhole located in Whitesville Road and install approximately 76 linear feet of PVC sewer main to a manhole, followed by a force main connection to service the building. The applicant also proposes to connect to an existing water stub along Sound Hope Chapel Road and install a water service to the building. We recommended this approval in our December 11, 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 DECEMBER 2017** - The December Bill List has been submitted for

approval in the total amount of \$470,450.72. The Finance Committee has reviewed and is recommending approval.

**RESOLUTION RATIFYING SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2017** – This is the second November Bill List which has been submitted for approval in the total amount of \$180,079.23. The Finance Committee has reviewed and is recommending approval. It was noted there will be a supplemental bill list for December 2017 presented in January.

**RESOLUTION AUTHORIZING AWARD OF THE 2018 CHEMICAL SUPPLY CONTRACT, CONTRACT NOS. CT-18002 THROUGH CT-18007, IN AN AMOUNT NOT TO EXCEED \$222,426.31** – There were fourteen (14) bid packages issued with ten (10) respondents. The contract numbers range from CT-18002 through CT-18007 for a total aggregate amount of \$222,426.31. This is a slight increase of \$9,297.01 from 2017. These are for various vendors who supply the Authority's chemicals for water and sewer treatment.

**RESOLUTION AUTHORIZING AWARD OF THE HARTFORD SHORT TERM DISABILITY PLAN, CONTRACT NO. CT-18036, IN AN AMOUNT NOT TO EXCEED \$15,030.00, FOR THE YEARS 2018 AND 2019** – This is a contract renewal being presented this evening for the Authority's Short Term Disability Plan, which would be a two (2) year contract. The Authority's Insurance Consultant reviewed various short term disability plan coverage options with The Hartford being the most responsive under Contract No. CT-18036, for an annual amount not to exceed of \$15,030.00, for the years 2018 and 2019.

**RESOLUTION AUTHORIZING EXECUTION OF A RISK MANAGEMENT CONSULTANT'S AGREEMENT WITH CONNER STRONG & BUCKELEW** – The Authority is presenting Conner Strong & Buckelew this evening for renewal of the Risk Management Consultant's Agreement. The fee is set in the bylaws of the New Jersey Utility Authority Joint Insurance Fund and paid out of the Authority's annual premiums.

**RESOLUTION AUTHORIZING AWARD OF THE WATER METER CONVERSION PROGRAM, CONTRACT NO. CT-17065, TO LENEGAN PLUMBING & HEATING, LLC, IN AN AMOUNT NOT TO EXCEED \$459,031.00** – The Authority solicited bids on October 19, 2017 for the Water Meter Conversion Program under Contract No. CT-17065 related to Brookwood 1, Brookwood 2, Brookwood 3, Brookwood 4 plus fifteen (15) other locations. This is approximately 1,264 meters which places the majority of the Authority's meters throughout town on radio. There will only be two (2) developments, Robins Estates and Flair which consist of approximately 500 meters remaining. The meters that will be installed are Neptune R900i Meters, which are more efficient. Three (3) bids were received and publicly opened on November 21, 2017 ranging in price from a low of \$459,031.00 to a high of \$495,990.00. Lenegan Plumbing & Heating, LLC's proposal of \$459,031.00 was the lowest responsive and responsible bidder for this project and is being recommended for approval this evening.

**RESOLUTION AUTHORIZING THE REVISED AGREEMENT WITH BENEFITS EXPRESS AS THE FLEXIBLE SPENDING ACCOUNT ADMINISTRATOR** – Pursuant to Section 125 of the Internal Revenue Code and in accordance with Local Public Finance Notice LFN 2011-20R, the Authority is required to provide a Flexible Spending Account (FSA) for its employees. The Authority previously designated Benefits Express as its FSA Administrator. Benefit's Express has provided a proposed revised agreement which basically includes changes to the contribution limits for the year 2018. The resolution being presented this evening for approval is to accept the change.

**EPL/POL TRAINING** - Mr. Mike Avalone from Conner Strong & Buckelew has been scheduled to conduct the annual Elected Officials Training on March 22, 2018 at 5:00 pm, prior to the Public Meeting.

**PERSONNEL REPORT:**

**NEW HIRE** –There is one (1) new hire on the agenda this evening, for Mr. Robert Stauffer who is filling an open budgeted Maintenance position, under the Civil Service Commission title of Laborer 1. The Personnel Committee has reviewed and is recommending approval this evening. The effective date will be on or about January 2, 2018.

**CONSENT RESOLUTIONS:**

- 2017-137      Resolution Accepting Cash Management Report for October 2017
- 2017-138      Resolution Granting Preliminary Sewer and Water Approval to Hope Offices, LLC, Block 22301, Lots 25 and 26, on the Tax Map of the Township of Jackson
- Moved:            Commissioner Clayton  
Second:           Commissioner Glory  
Vote:                Unanimous  
Abstain:           None

**RESOLUTIONS OFFERED:**

- 2017-139      Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2017
- Moved:            Commissioner Glory  
Second:           Commissioner Porter  
Vote:                Unanimous  
Abstain:           Chairman Allmann abstained on check #24025 and Commissioner Rickabaugh abstained on check #24041
- 2017-140      Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for December 2017
- Moved:            Commissioner Clayton  
Second:           Commissioner Rickabaugh  
Vote:                Unanimous  
Abstain:           Commissioner Glory abstained on check #3263 and Commissioner Rickabaugh abstained on check #24107
- 2017-141      Resolution Authorizing Final Quantities Change Order No. 1, for 2017 Infrared Paving Project, Contract No. CT-17060, with Knipfing Asphalt Solutions, Inc., in the Decreased Amount of <\$956.00>
- Moved:            Commissioner Clayton  
Second:           Commissioner Rickabaugh  
Vote:                Unanimous  
Abstain:           None

2017-142 Resolution Authorizing Final Quantities Change Order No. 1, for the First Extension to the Sewer/Water Emergency Repairs and Service Work Contract, Contract No. CT-1698A, with J.F. Kiely Construction Company, in the Decreased Amount of <\$97,552.80>.

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

2017-143 Resolution Memorializing a Shared Services Agreement with the County of Ocean for the Relocation of the Water Main at the Whitesville Road Culvert, Contract No. CT-17081, in an Amount Not to Exceed \$46,748.05.

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

2017-144 Resolution Authorizing Award of Electrical Work Under Contract No. CT-17082, Pursuant to the Ocean County Cooperative Contract Pricing System, Contract No. B2017-147, to Gary Kubiak & Son Electric, Inc., in an Amount Not to Exceed \$36,556.00

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

2017-145 Resolution Authorizing Award of the Water Meter Conversion Program, Contract No. CT-17065, to Lenegan Plumbing & Heating, LLC, in an Amount Not to Exceed \$459,031.00

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

2017-146 Resolution Authorizing Award of the 2018 Chemical Supply Contract, Contract No's. CT-18002 through CT-18007, in an Amount Not to Exceed \$222,426.31

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

2017-147 Resolution Authorizing Execution of a Risk Management Consultant's Agreement with Conner Strong & Buckelew

Moved: Commissioner Glory  
Second: Commissioner Clayton

Vote: Unanimous  
Abstain: None

2017-148 Resolution Authorizing Award of The Hartford Short Term Disability Plan, Contract No. CT-18036, in an Annual Amount Not to Exceed \$15,030.00, for the Years 2018 and 2019

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

2017-149 Resolution Authorizing the Revised Agreement with Benefits Express as the Flexible Spending Account Administrator

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

2017-150 Resolution Authorizing A Salary Adjustment for Non-Union Employees

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

2017-151 Resolution Authorizing the Permanent Hire of Robert Stauffer under the Civil Service Title of Laborer 1

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

There was no closed session.

Chairman Allmann noted that the next public meeting will take place January 25, 2018.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the December 21, 2017 Public Meeting adjourned.

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End of Minutes