

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**January 25, 2018**  
**5:30 PM**

The Public Meeting of January 25, 2018 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 |

**QUESTIONS/COMMENTS FROM THE PUBLIC:** At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

Approval of the Minutes of the 2018 Rate Hearing of December 21, 2017

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

Approval of the Minutes of the Open Session Public Meeting of December 21, 2017.

|          |                    |
|----------|--------------------|
| Moved:   | Commmisioner Glory |
| Second:  | Commissioner Blake |
| Vote:    | Unanimous          |
| Abstain: | None               |

## **REPORTS:**

### **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Harpell reviewed the following items from the Executive Director's report.

**NJEIT REIMBURSEMENT RESOLUTION** – The Authority received bids on the Six Flags Water Treatment Plant (WTP) and the Western Water Main Extension Projects this week. The bids were very competitive. Twenty (20) bids were submitted for the water main and the pricing was better than expected. The estimate for the water main was nearly \$8.0 million and the low bid was just under \$5.5 million. With regard to the WTP bids, the Authority was very pleased with the original result, however Eagle Construction, the low bidder, has submitted a request to withdraw from the project due to an error they made on their bid. After consulting with Mr. Hiering, the Authority is recommending that we accept their withdrawal from the project. The next bidder is \$3 million higher which was discussed with Six Flags Great Adventure along with various options and scenarios including a delay of six plus months to rebid the project. After some discussion the Authority's Staff, Engineering Committee and Six Flags Great Adventure are in agreement that the Authority should move ahead with the project and not take the chance of waiting another six plus months to rebid the project with no guarantee of any substantial savings. As such, the Authority's staff and Engineering Committee are recommending the Authority move ahead with an NJEIT reimbursement resolution this evening at an amount not to exceed \$25 million which was prepared by the Authority's Bond Counsel.

**PROPOSED 2018/2019 PUBLIC MEETING SCHEDULE** - The Authority is not requesting approval this evening but wanted the Board to have the opportunity to review for any changes prior to requesting approval at next week's reorganization meeting.

**2018 PROFESSIONAL SERVICES PROPOSALS** – The Authority received numerous professional proposals and a summary has been provided for consideration at next week's reorganization meeting. It should also be noted that our current professionals were very cost competitive and the O'Donnell Stanton & Associates submitted under Van Cleef Engineering Associates for 2018.

**DRAFT HOMESERVE USA DONATION POLICY** – There were numerous requests for the HomeServe USA donation for 2017 and it was believed to be prudent to develop a more formal application process for 2018. A draft policy is herein enclosed which includes funding criteria and timeframes for the application which will be reviewed with the Public Relations Committee this evening. The objective is to have the policy finalized and formally approved in the next few months.

Once so approved, the policy will be posted on the Authority's website under the HomeServe USA link. Prospective interested parties who submit a request for consideration can be directed to the website where they can view the requirements and complete the application.

**POTENTIAL DONATION OF SURPLUS EQUIPMENT** - The Authority recently removed a Sensus VXU 3600 Vehicle Transceiver Device from service and was planning to surplus this equipment which is used for reading meters from a vehicle. It so happened that East Windsor MUA is in need of this equipment and we recommend that it be donated as we would receive very little in a surplus auction.

## **ENGINEERING COMMITTEE REPORT:**

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

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE 2017 INFRARED PAVING PROJECT, CONTRACT NO. CT-17060, WITH KNIPFING ASPHALT SOLUTIONS, INC.** – Knipfing Asphalt Solutions, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents. The documents have been reviewed and found to be in compliance. The Authority's staff and Engineering Committee are recommending the contract be closed, in the decreased contract amount of \$19,436.00.

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE FIRST EXTENSION TO THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK CONTRACT NO. CT-1698A (ORIGINALLY AWARDED AS CONTRACT NO. C5-00051), WITH J.F. KIELY CONSTRUCTION COMPANY** – J.F. Kiely Construction Company has fulfilled their contractual obligations and has submitted the required contract closeout documents. The documents have been reviewed and found to be in compliance. The Authority's staff and Engineering Committee are recommending the contract be closed, in the decreased contract amount of \$259,149.60.

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 – FOR NORTH COOKS BRIDGE ROAD DUAL 16-INCH SEWER DIRECTIONAL DRILL, CONTRACT CT-16097, WITH MONTANA CONSTRUCTION, IN AN AMOUNT NOT TO EXCEED \$4,292.17** – This Change Order No. 1, is a Final Quantities Change Order for the North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill. The Authority's staff and Engineering Committee are recommending this change order, resulting in an increase to the contract of \$4,292.17. The adjusted contract price is \$1,163,903.17.

## **CONSULTING ENGINEER'S REPORT:**

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

**RESOLUTION GRANTING FINAL 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 c/o Peter Kitay, is proposing to construct a nine (9) lot subdivision on the northern side of New Central Avenue, west of North Hope Chapel Road. The applicant is applying for final water approval at this time. The applicant proposes to connect to the existing water main in North Hope Chapel Road. We recommended this approval in our January 15, 2018 letter to the Board.

**RESOLUTION GRANTING FINAL 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) 9,450 square foot warehouse buildings with offices on the western side of Whitesville Road, north of Faraday Avenue. The applicant is applying for final water approval at this time. The applicant proposes to connect to the existing water main located in Whitesville Road. The applicant also proposes to install an on-site septic system to service the buildings. We recommended this approval in our January 15, 2018 letter to the Board.

**RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO VALLEY RIDGE ESTATES, LLC, BLOCK 7001, LOTS 18 AND 33, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Valley Ridge Estates, LLC, is proposing to construct a ten (10) residential lot major subdivision at the west side of Valley Road and the south side of Bethel Church Road. The applicant is applying for tentative sewer and water approval, however, final approval is not being recommended at this time, as the applicant still needs to receive their OCUA and NJDEP approvals. The applicant proposes to connect to the existing water main located on Valley Road and connect to the existing sewer main on Valley Road. We recommended this approval in our January 15, 2018 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER APPROVAL TO WHITESVILLE COMMONS, BLOCK 22301, LOTS 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Whitesville Commons Partners, LLC, is proposing to construct an office park consisting of 100,000 square feet of office space located in six (6) buildings on the west side of Whitesville Road, south of South Hope Chapel Road. The applicant is applying for preliminary and tentative approval at this time. The applicant proposes to connect to the existing water main located in Whitesville Road and proposes to connect to the sewer line in Whitesville Road. We recommended this approval in our January 15, 2018 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO PINEWOOD ESTATES, BLOCK 102, LOTS 2 THROUGH 4 AND BLOCK 103, LOT 1, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, Pinewood Estates, is proposing to construct an eight (8) lot subdivision on the eastern side of Monmouth Road, north of Allyson Road. The site contains a total of 10.7 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to service the proposed dwellings with individual wells and septic systems. This is preliminary sewer and water with on-site sewer and water, therefore, no further action will be required. We recommended this approval in our January 15, 2018 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

The Public Relations Committee will meet later this evening to discuss the draft HomeServe USA Donation Policy.

**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 JANUARY 2018** – There was a change to the total amount of the January Bill List this evening. It had previously been reported as a total of \$1,410,222.24. This total has been reduced by \$10,992.63 for a total revised bill list submission of \$1,399,229.61. This change affects the NJEIT Project. Retainage was included inadvertently

and removed to correct the total. The Finance Committee has reviewed and is recommending approval.

**RESOLUTION RATIFYING SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2017** – This is the second December Bill List which has been submitted for approval in the total amount of \$533,804.65. The Finance Committee has reviewed and is recommending approval.

**RESOLUTIONS ACCEPTING CASH MANAGEMENT REPORT FOR NOVEMBER 2017 AND DECEMBER 2017** - Cash Management Reports for November 2017 and December 2017 have been included in this month's Finance Report to the Board.

**PERSONNEL REPORT:**

**PROMOTION** – There is one (1) promotion on the agenda this evening for Mr. Donald Weber from the Civil Service Commission title of Laborer 1 to Sewer Repairer 1 in the Maintenance Department. This promotion has been recommended by his Supervisor. The Personnel Committee is recommending approval this evening.

**NEW HIRE** – There are two (2) new hires on the agenda this evening for the open budgeted Maintenance and Buildings & Grounds positions. The first hire is Mr. John Accardi to fill the open budgeted Maintenance position under the non-competitive Civil Service Commission title Laborer 1. The second hire is Mr. Cody Conklin to fill the open budgeted Buildings & Grounds position under the non-competitive Civil Service Commission title Laborer 1. The Personnel Committee is recommending approval for these two (2) new hires this evening.

**EXECUTIVE DIRECTOR'S CONTRACT** - The Executive Director's Contract has been reviewed by the Personnel Committee and is recommending approval this evening for a five (5) year contract.

**CONSENT RESOLUTIONS:**

- 2018-01 Resolution Accepting Cash Management Report for November 2017
- 2018-02 Resolution Accepting Cash Management Report for December 2017.
- 2018-03 Resolution Granting Final Water Approval to Izak Court Subdivision, Block 14001, Lots 32.01 through 32.07, on the Tax Map of the Township of Jackson
- 2018-04 Resolution Granting Tentative Sewer and Water Approval to Valley Ridge Estates, LLC, Block 7001, Lots 18 and 33, on the Tax Map of the Township of Jackson
- 2018-05 Resolution Granting Final Water Approval to Feldchild Site Plan, Block 22401, Lot 6, on the Tax Map of the Township of Jackson
- 2018-06 Resolution Granting Preliminary and Tentative Sewer and Water Approval to Whitesville Commons, Block 22301, Lots 3 and 4, on the Tax Map of the Township of Jackson

- 2018-07 Resolution Granting Preliminary Sewer and Water Approval to Pinewood Estates, Block 102, Lots 2 through 4 and Block 103, Lot 1, on the Tax Map of the Township of Jackson
- 2018-08 Resolution Authorizing the Release of the Performance Bond and Closeout of the 2017 Infrared Paving Project, Contract No. CT-17060, with Knipfing Asphalt Solutions, Inc.
- 2018-09 Resolution Authorizing the Release of the Performance Bond and Closeout of the First Extension to the Sewer/Water Emergency Repairs and Service Work Contract, Contract No. CT-1698A, with J.F. Kiely Construction Company
- Moved: Commissioner Blake  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: Chairman Allmann abstained on Resolution No. 2018-03

**RESOLUTIONS OFFERED:**

- 2018-10 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2017
- Moved: Commissioner Glory  
 Second: Commissioner Blake  
 Vote: Unanimous  
 Abstain: None
- 2018-11 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for January 2018
- Moved: Commissioner Clayton  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: Commissioner Glory abstained on check #24217 and Commissioner Rickabaugh abstained on check #24210
- 2018-12 Resolution Authorizing Final Quantities Change Order No. 1 for North Cooks Bridge Road Dual 16-Inch Sewer Directional Drill, Contract No. CT-16097, with Montana Construction, in an Amount Not to Exceed \$4,292.17
- Moved: Commissioner Blake  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2018-13 Resolution Declaring its Official Intent to Reimburse Expenditures for Project Costs from the Proceeds of Debt Obligations in Connection with its Participation in the New Jersey Environmental Infrastructure Trust Financing Program or Issuance of Authority Bonds
- Moved: Commissioner Rickabaugh

Second: Commissioner Blake  
Vote: Unanimous  
Abstain: None

2018-14 Resolution Authorizing the Execution of a Five-Year Contract with the Executive Director

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

2018-15 Resolution Authorizing the Permanent Hire of Cody Conklin under the Civil Service Title of Laborer 1

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

2018-16 Resolution Authorizing the Permanent Hire of John Accardi under the Civil Service Title of Laborer 1

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

2018-17 Resolution Authorizing the Promotion of Donald Weber to the Civil Service Title of Sewer Repairer 1

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

2018-18 Resolution Authorizing the Withdrawal of the Eagle Construction Services, Inc. Bid for the Replacement of the Six Flags Great Adventure Water Treatment Plant, Contract No. CT-16096

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

At this time, Mr. Cordts from the public asked when the Six Flags Great Adventure Water Treatment Plant Replacement project would be starting. Mr. Harpell responded that according to Bond Counsel the Authority will plan to award in February, close on the loans in March, and be under construction by April or May. This is for the Water Treatment Plant and the Western Water Main Extension so there will be two contractors working at the same time. It was noted that the pipe will come in one side of the parking lot while the other contractor is working on

the plant. Chairman Allmann added the water main extension will give some redundancy in the system.

There was no closed session.

Chairman Allmann noted that the 2018 Reorganization Meeting will take place February 1, 2018 at 5:30 PM.

**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 January 25, 2018 Public Meeting adjourned.

---

End of Minutes