

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**March 22, 2018**  
**5:30 PM**

The Public Meeting of March 22, 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	Excused
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – Michael McKenna, Esq.	Present
Consulting Engineer – Pamela Hilla, 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 February 22, 2018

Moved:	Commissioner Glory
Second:	Commissioner Porter
Vote:	Unanimous
Abstain:	Commissioner Blake and Commissioner Clayton abstained

**QUESTIONS/COMMENTS FROM THE PUBLIC:** Present from the Public was Mr. Phil Stilton. Mr. Stilton stated that he is not a ratepayer but received an anonymous letter questioning whether Commissioner Clayton still lives in Jackson. It was noted that this subject was also discussed at the last Township of Jackson Council Meeting. Mr. Stilton previously provided a copy of this document to Mr. Harpell. Mr. Stilton asked if the Board had any clarification that can be brought back to the public. Mr. Harpell indicated that the document in question includes a certification that Commissioner Clayton is a New Jersey resident. Mr. Harpell also indicated that Authority received a copy of various documentation which we believe conclusively proves that Commissioner Clayton is a Jackson, New Jersey resident. At this time, Commissioner Clayton stated that she is a Jackson resident and sold her home while she and her husband were in Florida. Commissioner Clayton stated that she has been a Board Member of the Jackson MUA for many years, appointed by both parties, and the current MUA has done a fantastic job for Jackson ratepayers. Commissioner Clayton also stated that she has

been a very proud Jackson resident for her whole life and does not know where this information came from but expressed her feelings that it should be the whole truth, not the half-truth. Commissioner Clayton stated that she would be more than happy to answer any other questions for Mr. Stilton following the conclusion of the Public Meeting. Mr. Stilton thanked Commissioner Clayton and stated that he will convey this information to the other residents who are involved in this matter. Commissioner Clayton thanked Mr. Stilton for his concern, noting that she owns other homes but again, is a Jackson resident. Mr. Harpell noted that the proof of residency discussed this evening will be forwarded to the Township tomorrow at their request. Mr. Stilton thanked the Board. At this time, Chairman Allmann asked if there were any other questions and the public portion of the meeting will remain open until the end of the public meeting.

## **REPORTS:**

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

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

#### **RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED \$16,000,000 PRINCIPAL AMOUNT OF PROJECT NOTES RELATING TO THE CONSTRUCTION FINANCING LOAN PROGRAM OF THE NEW JERSEY INFRASTRUCTURE BANK AND DETERMINING VARIOUS MATTERS RELATING THERETO**

#### **RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED \$6,500,000 PRINCIPAL AMOUNT OF PROJECT NOTES RELATING TO THE CONSTRUCTION FINANCING LOAN PROGRAM OF THE NEW JERSEY INFRASTRUCTURE BANK AND DETERMINING VARIOUS MATTERS RELATING THERETO**

Mr. Harpell discussed the two referenced resolutions on the agenda this evening. The first resolution is to borrow up to \$16,000,000 for the Six Flags Great Adventure (SFGA) Water Treatment Plant, noting that SFGA is paying a little more than half the cost for this project. Also on the agenda is the request for approval to borrow for the Western Water Main Extension up to \$6,500,000 which will be a fully tax exempt issue, whereas, the water treatment plant could be alternative minimum tax bonds since SFGA is involved as well. Following approval, the Authority will deliver copies of the resolutions tomorrow to the Township Clerk. The notices of adoption will be advertised in the Asbury Park Press on Saturday, March 24<sup>th</sup>, and the Authority expects to close on the loans as soon as April 16<sup>th</sup>. The construction loans are interest free and typically, the long-term borrowing, is under a 1% interest rate with these blended loans as they are three quarters interest free. The SFGA contribution has also made it more cost effective. Mr. Harpell noted that when reviewing the proposed debt service schedules, we have taken on all these big projects, and our debt service will be very similar today than it was in 2007 with these low interest rate loans and some good planning by the Authority.

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano did not have any capital projects or action items to report this month.

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

On behalf of Remington, Vernick & Vena Engineers, Ms. Pamela Hilla reported on the following developer projects this evening:

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO DENTON PINES, BLOCK 20601, LOT 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – the applicant, Denton Pines, LLC, is proposing to create twenty-nine (29) residential lots and six (6) affordable housing units according to the RG-2 zone requirements. The site is located on the north side of Whitesville Road just west of Denton Avenue. Sanitary sewer service is to be provided by gravity sewer connection to a pump station to be constructed by others. In the event that the pump station is not constructed prior to this project, a temporary sewage pump station will be constructed on-site to provide adequate sewer service. Water service is to be provided by extension of the water main located at South Hope Chapel. The applicant’s primary place of business is located at 133 4<sup>th</sup> Street, Lakewood, NJ. The applicant’s engineer is William A. Stevens, of Professional Design Services, LLC and the applicant’s attorney is not known at this time. This was recommended in our March 12, 2018 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO PINEROCK WALK AT JACKSON, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – the applicant, Yerek Jackson 46, LLC, is proposing to construct a forty-six (46) lot subdivision on the western side of Whitesville Road, north of Grawtown Road. The site contains a total of 26.27 acres. The applicant is applying for Preliminary Approval at this time. The applicant proposes to connect to an existing stub located on Whitesville Road and extend water main along the project frontage followed by an on-site water main loop to service the units. The applicant also proposes to install a gravity sewer main in the proposed streets that will convey wastewater to an on-site pump station. A force main extension from the station to an existing manhole approximately 1,750 feet southeast of Denton Avenue is proposed. The applicant’s primary place of business is located at 742 Ocean Avenue, Lakewood, New Jersey. The applicant’s engineer is Joshua Sewald of Dynamic Engineering Consultants, PC. The applicant’s attorney is not known at this time. This was recommended in our March 12, 2018 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

The Administrative Committee met this month to discuss the updated Drug and Alcohol Use Policy which is being presented this evening.

**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 MARCH 2018** – The March Bill List was originally submitted for approval in the total amount of \$1,130,754.58. There are two additional bills that need to be included, first in the amount of \$594.00 for the Post Office Box and the second in the amount

of \$110.00 to the County for filing fees for recording purposes. These additions bring the total March Bill List to \$1,131,458.58. The bill list also includes the return of \$250,000.00 from the Six Flags Great Adventure (SFGA) Closure Account which is permitted under the September 19, 1996 Agreement which affords SFGA the opportunity to request this return. The Finance Committee has reviewed and is recommending approval.

**RESOLUTION AUTHORIZING AWARD OF THE 2018 RAM PROMASTER 1500 LOW ROOF CARGO VAN ACQUISITION, CONTRACT NO. CT-18068, PURSUANT TO STATE CONTRACT NO. A88212, TO BEYER OF MORRISTOWN, LLC, IN AN AMOUNT NOT TO EXCEED \$24,860.50** – the Authority is requesting approval this evening to purchase a 2018 RAM Promaster 1500 Low Roof Cargo Van under JTMUA Contract No. CT-18068, pursuant to State Contract No. A88212, from Beyer of Morristown, LLC, in an amount not to exceed \$24,860.50. This vehicle is to replace a 2011 Ford E-250 Van for the Meter Reading Department.

**RESOLUTION AUTHORIZING AWARD OF THE 2018 FORD F-150 PICKUP TRUCK ACQUISITION, CONTRACT NO. CT-18069, PURSUANT TO STATE CONTRACT NO. 17-FLEET-00212, TO WINNER FORD, IN AN AMOUNT NOT TO EXCEED \$25,245.00** – the Authority is requesting approval this evening to purchase a 2018 Ford F-150 Pickup Truck under JTMUA Contract No. CT-18069, pursuant to State Contract No. 17-FLEET-00212, from Winner Ford, in an amount not to exceed \$25,245.00. This vehicle will be used in the Operations Department.

**RESOLUTION AUTHORIZING AWARD TO POWER WASH THE VISTA STANDPIPE, CONTRACT NO. CT-18083, TO UNDER PRESSURE H2O, LLC, IN AN AMOUNT NOT TO EXCEED \$8,500.00** - the Vista Standpipe is in need of power washing and the Authority received two (2) quotes in an amount ranging from \$8,500.00 to \$8,900.00. The Authority will request approval this evening to award the power washing service to Under Pressure H2O, LLC, JTMUA Contract No. CT-18083, in an amount not to exceed \$8,500.00.

**RESOLUTION AUTHORIZING THE TRANSFER AND RESTRICTION OF AUTHORITY FUNDS** – the resolution on the agenda this evening is requesting approval to transfer Five Hundred Thousand Dollars (\$500,000.00) from BNY Mellon General Fund account to the Park Bank Capital Reserve account. The transfer is in accordance with the 1996 Bond Covenants and will be used to support the Authority’s capital initiatives including 2018.

**RESOLUTION AUTHORIZING AMENDMENT TO THE DRUG AND ALCOHOL USE POLICY** – there have been recent revisions to the Authority’s Drug and Alcohol Use Policy (Policy) which was last adopted August 2016, as part of the Authority’s Personnel Policies and Procedures Manual and Employee Handbook. The revisions were made within the regulations regarding the testing requirements. The amended Policy will be incorporated into the Authority’s Personnel Policies and Procedures and Employee Handbook which will be updated in 2018 to meet the New Jersey Utility Authority Joint Insurance Fund biennial Employment Practices Program.

**PERSONNEL REPORT:**

**NEW HIRES** – There are two (2) new hires on the agenda this evening for the following: Mr. Jason Goodrich, under the Civil Service Commission title of Laborer 1, in the Maintenance Department and Mr. Daniel Howell under the Civil Service Commission Title of Laborer 1, in the Meter Reader Department.

The Personnel Committee has reviewed and is recommending approval this evening.

**CONSENT RESOLUTIONS:**

- 2018-52 Resolution Accepting Cash Management Report for January 2018
- 2018-53 Resolution Accepting Cash Management Report for February 2018
- 2018-54 Resolution Granting Preliminary Sewer and Water Approval to Pinerock Walk at Jackson, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson
- 2018-55 Resolution Granting Preliminary Sewer and Water Approval to Denton Pines, Block 20601, Lot 10, on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

- 2018-56 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for March 2018

Moved: Commissioner Clayton  
Second: Commissioner Blake  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on check #24362

- 2018-57 Resolution Authorizing the Issuance and Sale of Not to Exceed \$16,000,000 Principal Amount of Project Notes Relating to the Construction Financing Loan Program of the New Jersey Infrastructure Bank and Determining Various Matters Relating Thereto

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

- 2018-58 Resolution Authorizing the Issuance and Sale of Not to Exceed \$6,500,000 Principal Amount of Project Notes Relating to the Construction Financing Loan Program of the New Jersey Infrastructure Bank and Determining Various Matters Relating Thereto

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

- 2018-59 Resolution Authorizing a \$250,000.00 Reimbursement to Six Flags Great Adventure in Accordance with the First Amendment to the Western Sewer Extension Agreement
- Moved: Commissioner Blake  
 Second: Commissioner Clayton  
 Vote: Unanimous  
 Abstain: None
- 2018-60 Resolution Authorizing Award of the 2018 Ford F-150 Pickup Truck Acquisition, Contract No. CT-18069, Pursuant to State Contract No. 17-FLEET-00212, to Winner Ford, in an Amount Not to Exceed \$25,245.00
- Moved: Commissioner Porter  
 Second: Commissioner Blake  
 Vote: Unanimous  
 Abstain: None
- 2018-61 Resolution Authorizing Award of the 2018 Ram ProMaster 1500 Low Roof Cargo Van Acquisition, Contract No. CT-18068, Pursuant to State Contract No. A88212, to Beyer of Morristown, LLC, in an Amount Not to Exceed \$24,860.50
- Moved: Commissioner Porter  
 Second: Commissioner Blake  
 Vote: Unanimous  
 Abstain: None
- 2018-62 Resolution Authorizing Award to Power Wash the Vista Standpipe, Contract No. CT-18083, to Under Pressure H2O, LLC, in an Amount Not to Exceed \$8,500.00
- Moved: Commissioner Blake  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2018-63 Resolution Authorizing the Transfer and Restriction of Authority Funds
- Moved: Commissioner Blake  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2018-64 Resolution Authorizing Amendment to the Drug and Alcohol Use Policy
- Moved: Commissioner Blake  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2016-65 Resolution Authorizing the Permanent Hire of Daniel Howell under the Civil Service Title of Laborer 1

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

2018-66 Resolution Authorizing the Permanent Hire of Jason Goodrich 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 April 26, 2018 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Blake made a motion to adjourn. Commissioner Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the March 22, 2018 Public Meeting adjourned.

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End of Minutes