

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
May 24, 2018
5:30 PM

The Public Meeting of May 24, 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	Excused

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 April 26, 2018

Moved:	Commissioner Blake
Second:	Commissioner Glory
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.

RESOLUTION AUTHORIZING A WATER AND SEWER SERVICE AGREEMENT WITH HIGHVIEW HOMES, BLOCK 1203, LOT 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Highview Homes is proposing to construct 216 apartments at the intersection of Hyson, North New Prospect and Larsen Roads. The water is not an issue in

this location but this is an older section of Jackson and the sewer infrastructure will need to be upgraded. The Dawn Cypress Pump Station, which is approximately forty (40) years old, will have to be replaced and improvements to the Forest Drive sewer system will be required. The estimate for these off-site sewer improvements will cost \$652,100.00 and the Authority is proposing to provide \$372,955.00 in sewer connection fee waivers to effectuate this work. Highview Homes will pay for all water connection fees. Mr. Harpell noted that this is a very cost effective improvement for the Authority.

RESOLUTION CONSENTING TO THE ASSIGNMENT OF 88 WATER AND 88 SEWER CONNECTION FEE WAIVERS FROM LEIGH REALTY COMPANY TO JACKSON FAMILY APARTMENTS, LLC. –The Walters Group is building eighty-eight (88) affordable housing units off Freehold Road known as the Jackson Family Apartments, LLC. Per our Agreement, Leigh Realty Company (Leigh) has the right to assign water and sewer connection fee waivers for infrastructure they constructed that benefits the Authority and its rate payers. As such, Leigh would like to assign 88 water and sewer connection fee waivers to the Jackson Family Apartments, LLC. The resolution presented this evening is to acknowledge and accept the assignment.

RESOLUTION AUTHORIZING AN ON-LINE PUBLIC AUCTION FOR THE SURPLUS OF PERSONAL PROPERTY NO LONGER NEEDED FOR AUTHORITY USE – The Authority is proposing a surplus sale this month which includes a Ford E-250 Econoline Cargo Van which has an inoperable motor and it is not cost-effective to make the repair. The list also includes several printers, one hundred twenty-seven (127) water meters and two hundred sixty-seven (267) meter heads. If there is no objection, the Authority is requesting approval to surplus these items on Govdeals.com. There are also twenty-six (26) used cell phones the Authority is requesting approval to donate to the Jackson Township Police Department for victims of domestic violence.

ENGINEERING COMMITTEE REPORT:

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

RESOLUTION AUTHORIZING AWARD OF CONTRACT NO. CT-18086 TO SPRINT SPECTRUM, L.P. FOR THE HYSOY ROAD MONOPOLE NO. 1 LEASE AGREEMENT – Sprint Spectrum, L.P. (Sprint) is the owner of a 180 foot monopole located at Block 1701, Lot 12.01 off Hyson Road under a property lease agreement with the Authority since 1998. The lease is about to expire and in order for Sprint to renew their lease, the Authority had to go out to bid. One (1) bid was received and publicly opened on May 17, 2018 at 2:00 pm from Sprint Spectrum, L.P. The initial annual lease price for year one (1) is \$40,000.00, with an increase of five percent (5%) per year. The bid was reviewed by the Authority’s Legal Counsel and found to be in acceptable form and order. Inclusive of all extensions up to twenty-five (25) years, the Authority would receive total revenues of \$1,909,080.96. The Authority is requesting approval this evening to award to Sprint Spectrum, L.P. for the Hyson Road Monopole No. 1 Lease Agreement. It was noted there is one extra space on the pole for a potential co-locator.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING TENTATIVE SEWER APPROVAL TO CLEARSTREAM MAJOR SUBDIVISION, LOT 13301, LOTS 7 THROUGH 10, 21 AND 23, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 300 Clearstream, LLC, is proposing to construct a major subdivision consisting of six (6) new units near the intersection of Clearstream Road and Brewers Bridge Road, on the southwest side. The site contains a total of 20.2 acres. The applicant is applying for tentative sewer service at this time. The applicant proposes to install sanitary sewer service for the six (6) units using individual grinder pump systems and force mains that will pump to a manhole and 8” gravity sanitary sewer main to be installed in an easement in the subdivision that will connect to the existing manhole in Brewers Bridge Road. We recommended this approval in our May 17, 2018 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO HOPE OFFICES, 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 (2) building with a total of 16,690 square feet of office and retail space on the eastern side of South Hope Chapel Road, south of Whitesville Road. The site contains a total of 1.56 acres. The applicant is applying for tentative approval at this time. The applicant proposes to connect to an existing manhole located in Whitesville Road and install approximately seventy-six (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 South Hope Chapel Road and install a water service for the building. We recommended this approval in our May 17, 2018 letter to the Board.

RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER APPROVAL TO HUNTER SUBDIVISION, BLOCK 20501, LOT 27, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Mr. Casey Hunter, is proposing to construct an eighteen (18) lot residential subdivision on the northeast corner of Whitesville Road and Cannon Blvd. The applicant is applying for preliminary and tentative water and sewer approval at this time. The applicant proposes to connect to the existing 12” water main in Whitesville Road, extend across the property frontage and connect to a 12” water main in Whitesville Road to be installed by the Pinerock Terra Residential Subdivision. The applicant also proposes to install 8” gravity sewer mains throughout the subdivision that will transfer wastewater to the adjacent sewer facilities to be installed by Pinerock Terra Residential Subdivision. It was noted that if the facilities that are to be constructed by Pinerock Terra Residential Subdivision are not completed at that time, they will be required to submit revised tentative applications. We recommended this approval in our May 15, 2018 letter to the Board with the noted stipulations.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO THE HOUSE OF WORSHIP, BLOCK 19703, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Kolel Shas Yiden, is proposing to construct a 7,055 square foot two-story (2) House of Worship off the west side of East Veterans Highway, south of Grand Blvd. The site contains a total of 3.75 acres. The applicant is applying for tentative and final utility services at this time. The applicant proposes to connect to the existing water main in East Veterans Highway and install a service for the building. The applicant also proposes to extend a 6” gravity sanitary lateral to an on-site pump station, attached to a 1” sewer force main which extends across Lot 2 and connects to an existing manhole located on Grand Blvd. At this time we are recommending tentative water and sewer approval be granted for this project and are not recommending final approval until the items listed in our review letter are revised and submitted. We recommended tentative sewer and water approval in our May 15, 2018 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 MAY 2018 – The May Bill List presented this month for approval totals \$1,745,180.05. The total amount includes \$225,000.00 for funding payroll and \$717,750.00 for OCUA’s 2nd quarter 2018 installment. The Finance Committee has reviewed and is recommending approval.

RESOLUTION CERTIFYING AUDIT HAS BEEN REVIEWED BY THE BOARD – The 2017 Audit has been completed and before the Board this evening for approval in accordance with the Division of Local Government Service compliance requirements is the Resolution certifying the Audit has been reviewed by the Board along with the Group Affidavit.

RESOLUTION AUTHORIZING THE AWARD OF SKID MOUNTED VALVE EXERCISER, CONTRACT NO. CT-18082, TO E.H. WACHS, IN AN AMOUNT NOT TO EXCEED \$75,976.58 – Last month the Authority discussed the bid for a Skid Mounted and Handheld Valve Maintenance Units needed to meet the valve exercising requirements of the NJ Water Quality Accountability Act. The Skid Mounted Valve Exerciser was held with the plan to award within sixty (60) days pursuant to N.J.S.A. 40A:11-24 pending the determination to mount on a truck or trailer. The Handheld Valve Operator was awarded to E.H. Wachs.

This month the Authority is requesting approval to award the Skid Mounted Valve Exerciser to the same company, E.H. Wachs, in an amount not to exceed \$75,976.58 per their bid to be mounted on a trailer. At this time, State Contract did not have a vehicle big enough to handle the unit and the quotes were estimated at approximately \$60,000.00 compared to under \$4,000.00 for a trailer and installation. The Authority can evaluate the cost effectiveness of installing the Skid Mounted Valve Exerciser on a truck as the project continues. The Finance Committee has reviewed and is recommending approval this evening.

OTHER MATTERS: Each year the Authority conducts a rate evaluation for the Maple Glen Mobile Home Park (MGMHP). The evaluation was conducted for 2017 and it has been determined there is no need for a rate hearing and no need for an adjustment to the rates. MGMHP is currently charged \$18,887.00 per quarter and the rate will remain for 2018. Each year, the excess revenue over expenses, as well as depreciation, gets deposited into MGMHP account for future capital improvements. In June the Authority will look to transfer \$15,291.53 into the account.

PERSONNEL REPORT:

NEW HIRE – There is one (1) new hire on the agenda this evening for Mr. Joseph Diodato, under the Civil Service Commission title of Laborer 1, in the Maintenance Department. The Authority is backfilling as employees move into different positions. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2018-76 Resolution Accepting Cash Management Report for April 2018
- 2018-77 Resolution Granting Tentative Sewer and Water Approval to the House of Worship, Block 19703, Lot 2, on the Tax Map of the Township of Jackson
- 2018-78 Resolution Granting Preliminary and Tentative Sewer and Water Approval to Hunter Subdivision, Block 20501, Lot 27 on the Tax Map of the Township of Jackson
- 2018-79 Resolution Granting Tentative Sewer Approval to Clearstream Major Subdivision, Lot 13301, Lots 7 through 10, 21 and 23, on the Tax Map of the Township of Jackson
- 2018-80 Resolution Granting Tentative Sewer and Water Approval to Hope Offices, Block 22301, Lots 25 and 26, on the Tax Map of the Township of Jackson
- Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

- 2018-81 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for April 2018
- Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #24544
- 2018-82 Resolution Authorizing a Water and Sewer Service Agreement with Highview Homes, Block 1203, Lot 29, on the Tax Map of the Township of Jackson
- Moved: Commissioner Clayton
Second: Commissioner Blake
Vote: Unanimous
Abstain: None
- 2018-83 Resolution Consenting to the Assignment of 88 Water and 88 Sewer Connection Fee Waivers from Leigh Realty Company to Jackson Family Apartments, LLC
- Moved: Commissioner Blake

Second: Commissioner Clayton
Vote: Unanimous
Abstain: Commissioner Glory abstained

2018-84 Resolution Authorizing Award of Contract No. CT-18086 to Sprint Spectrum, L.P. for the Hyson Road Monopole No. 1 Lease Agreement

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

2018-85 Resolution Authorizing Award of the Skid Mounted Valve Exerciser, Contract No. CT-18082, to E.H. Wachs, in an Amount Not to Exceed \$75,976.58

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

2018-86 Resolution Certifying Audit has Been Reviewed by the Board

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

2018-87 Resolution Authorizing an On-Line Public Auction for the Surplus of Personal Property No Longer Needed for Authority Use

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

2018-88 Resolution Authorizing the Permanent Hire of Joseph Diodato under the Civil Service Title of Laborer 1

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place June 28, 2018 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the May 24, 2018 Public Meeting adjourned.

End of Minutes